

NO. 4881

Republic of the Philippines
 Department of Education
 Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
 City of Meycauayan



Document Code: SDO-CM-QF-SGOD-HRD-006
 Revision: 00
 Effectivity date: 8-17-18

DEPARTMENT OF EDUCATION
 DIVISION OF MEYCAUAYAN CITY
MINUTES OF THE MEETING

Name of Office: BAC

By: Ag 3:30

<p>I. TITLE OF THE ACTIVITY</p>	<p>VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF 192 PCS. BRAND NEW TABLETS FOR THE FIRST AND SECOND QUARTERS FOR SY 2021-2022 PROJECT NO. 2021-009-G</p>
<p>II. DATE CONDUCTED</p>	<p>October 20, 2021, 10:00 am</p>
<p>III. VENUE</p>	<p>MS Teams Online Platform</p>
<p>IV. ATTENDANCE</p>	<p>BIDS & AWARDS COMMITTEE JERRY DIMLA CRUZ PhD, CESE QUERUBIN E. LOPEZ, EdD RAMILO C. CRUZ PhD EDWARD C. JIMENEZ PhD VELSILITA R. NICOLAS JEREMIAS B. TRINIDAD MARIA LOURDES N. FAJARDO</p> <p>TECHNICAL WORKING GROUP ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p>BIDDERS Eric Cua Laurence Tagle Roland Carrido Shiela Gale Adler Gonzalo</p>
<p>V. DISCUSSION</p> <p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform on October 20, 2021 at exactly 10:00 am. The announcement was made per Division Advisory No. 422, s. 2021.</p> <p>The prayer was led by Ms. Riza C. Arnoza, BAC Secretariat.</p> <p>Dr. Querubin E. Lopez acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Chair then presented the project, Procurement of 192 pcs Brand New Tablets for the First and Second Quarters for SY 2021-2022, Project No. 2021-009-G, ABC Php 1,536,000.00, SARO NO. DEPED-ROIII-2021-09-1918, Contract Duration 30 days and Bid Docs Amount of P 5,000.00.</p>	



MINUTES OF THE MEETING

- The Chair stated the nature of the pre-bid conference wherein it is a forum where the Bids and Awards Committee (BAC) and prospective bidders meet to discuss all the aspects of the procurement at hand.
- Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
- Section 22.3 of the 2016 IRR of RA 9184 mandates that the pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.
- It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.
- The Chair emphasized the strict compliance to the time submission of bidding documents which is on November 4, 2021, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

He also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	October 4, 2021, 10:00 am	Via google meet
Ads/Post of IAEB	Oct. 11- November 4, 2021	www.philgeps.net
Receipt of LOI	Oct. 11- November 4, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Oct. 11- November 4, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	October 20, 2021, 10:00 am November 4, 2021	Via Google Meet
Submission and Opening of Bids	Submission: 9:00 am Opening: 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	November 5, 2021	DepEd-SDO City of Meycauayan
Post Qualification	November 8, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	November 10, 2021	DepEd-SDO City of Meycauayan
Notice of Award	November 12, 2021	DepEd-SDO City of Meycauayan
Contract	November 15, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	November 17, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	December 27, 2021	

LRMDS Education Program Supervisor, Dr. Edward C. Jimenez, discussed the Technical Specifications of the project, to wit:



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Quantity	Description of the Material	Unit Cost	Total Amount
192	TABLET	P 8,000.00	P 1,536,000.00
TOTAL			P1,536,000.00

Technical Specifications and Terms of Reference:

- Item : Tablet (Rugged Design)
- Processor : Octa-Core 1.6 GHz
- Memory : 2 GB (RAM), 32 GB (ROM)
- Display Size : 8 inches
- Display Type : IPS LCD Display
- Display Resolution : 1280 x 800 IPS
- G-Sensor Support : GPS Support
- Storage : 32 GB
- Camera : Front and Rear (Front 2.0 MP, Back 5.0 MP)
- Network : 4G LTE (Optional Preferred)
 Wifi 802.11 ac/b/g/n 2.4 GHz/ 5GHz + BT 5.0
 Built-in
 GSM B2/ 3/ 5/ 8
 WCDMA B1/8
 LTE B1/ 3/5/ 28AB/ 40/ 41
 Bluetooth
- Headphone Jack : ϕ 3.5mm standard headphone jack
- Interface : Type C
- SIM Card Slot : Micro SIM
- TF Card Slot : Micro SD*1 (up to 256GB)
- Power Adapter : 5V 2A
- Battery : 3.7/ 5000 mah
- Casing : Protective Casing (Rugged Design)
- Operating System : Android 10.0 with Google Apps Store (Global Version)
- Speaker : Built-In
- Touch Screen : Capacitive Multipoint Touch G+P
- Preference : Preferably branded, and if volume may allow, casing should be Cyan Blue; CMYK (71, 53, 0, 12) as anti-fencing measure

COMPLIANCE STANDARDS

CERTIFICATION

- NOT in “end of life” as reflected in the current product line found in the manufacturer’s official website or official product brochure or similar literature and in the Manufacturer’s, Certificate issued for this purpose.
- Bidder should be an authorized reseller / distributor of the brand offered.
- Brand of the Tablet must have been in the local market for MORE THAN Five (5) years prior to the scheduled date of bid opening
- Proposed Brand must be either ISO 9001:2008 OR ISO 9001:2015 certified

WARRANTY

- 3-Year Parts
- 3-Year Labor

2



MINUTES OF THE MEETING

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Deployment

1. The details on deployment shall be in accordance with the protocol to be prescribed by DEPED Meycauayan. The protocol shall be issued more or less simultaneous with the award of contract.
2. Delivery shall be made to DEPED Meycauayan
3. The Winning Bidder shall require all its service personnel to wear their company IDs and uniform
4. DELIVERY shall be made within **30 Calendar days** upon receipt of Notice to Proceed.

After Sales Support

1. The supplier shall maintain the IT equipment to be functional and in good running condition as a whole package by providing the post implementation support.
2. The Bidder shall provide technical On-Site support for defective or unrepairable unit/s.
3. In case unit/s cannot be repaired within the three (3) day guarantee period, the bidder must provide a service unit. With the same branding specifications and shall be installed prior to pull-out of the defective or unrepairable unit/s
4. The Supplier shall provide DEPED Meycauayan Technical Support Contact details (Land Line, Cellphone Numbers and Email).

ASDS Dr. Jerry Dimla Cruz then discussed the Checklist of Eligibility Documents for Technical and Financial Components.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, supported by:
 - o Notice of Award; **or**
 - o Contract;
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; which shall be supported by
 - o Notice of Award; **and**



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- Contract; **and**
- Notice to Proceed; **and**
- Certificate of Acceptance/ Completion/ Sales Invoice/ Official Receipt issued by the Project Owner; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (j) Certificate/ proof that the Supplier is an authorized reseller of the flash drive brand offer, certified by the brand or the Distributor of the brand.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (n) Original of duly signed and accomplished Financial Bid Form; **and**
- (o) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

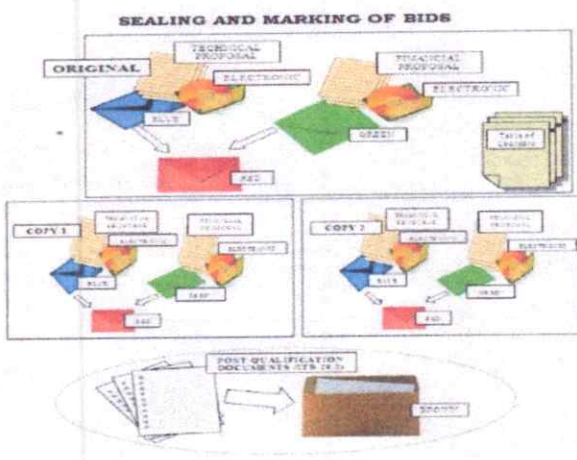
- (p) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



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NUMBER OF COPIES OF THE TECHNICAL & FINANCIAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPES

- One (1) original copy
- Two (2) additional copies
- Color Coding of envelopes and marking guidelines were presented using the following format:



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]
 [COMPANY'S OFFICE ADDRESS]
 PUBLIC BIDDING: [PROJECT TITLE]
 BIDDING FOR __[Lot no.]__: __[item description]__ (if applicable)

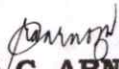
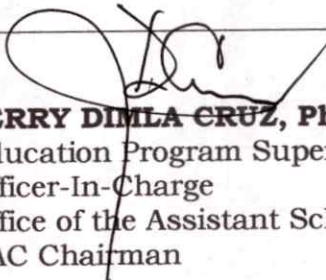

THE CHAIRPERSON
 BIDS AND AWARDS COMMITTEE
 DEPARTMENT OF EDUCATION CITY OF MEYCAUAYAN
 [VENUE OF BID OPENING]

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]

- The Bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.
- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC.
- In the event of any discrepancy between the original and the copies, the original shall prevail.
- The Chairman clarified that the three (3) red envelopes maybe put inside a mother envelope/ bag or binded with a rubber band. Any of these are acceptable.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at around 10:32 am.



VI. PHOTO DOCUMENTATION	See attached
Prepared by:	 RIZA C. ARNOZA Member, BAC Secretariat
Checked and Verified:	 JERRY DIMLA CRUZ, PhD, CESE Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent BAC Chairman
Noted:	 CAROLINA S. VIOLETA EdD Assistant Schools Division Superintendent Officer -In-Charge Office of the Schools Division Superintendent



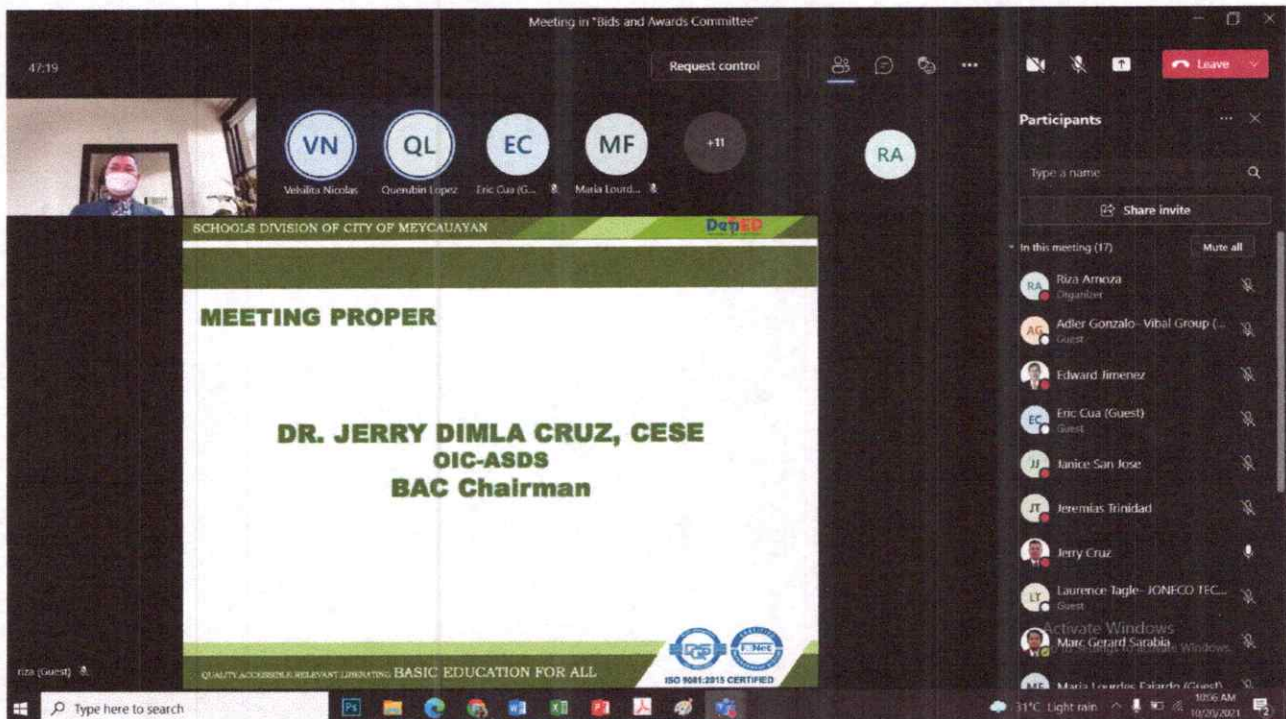
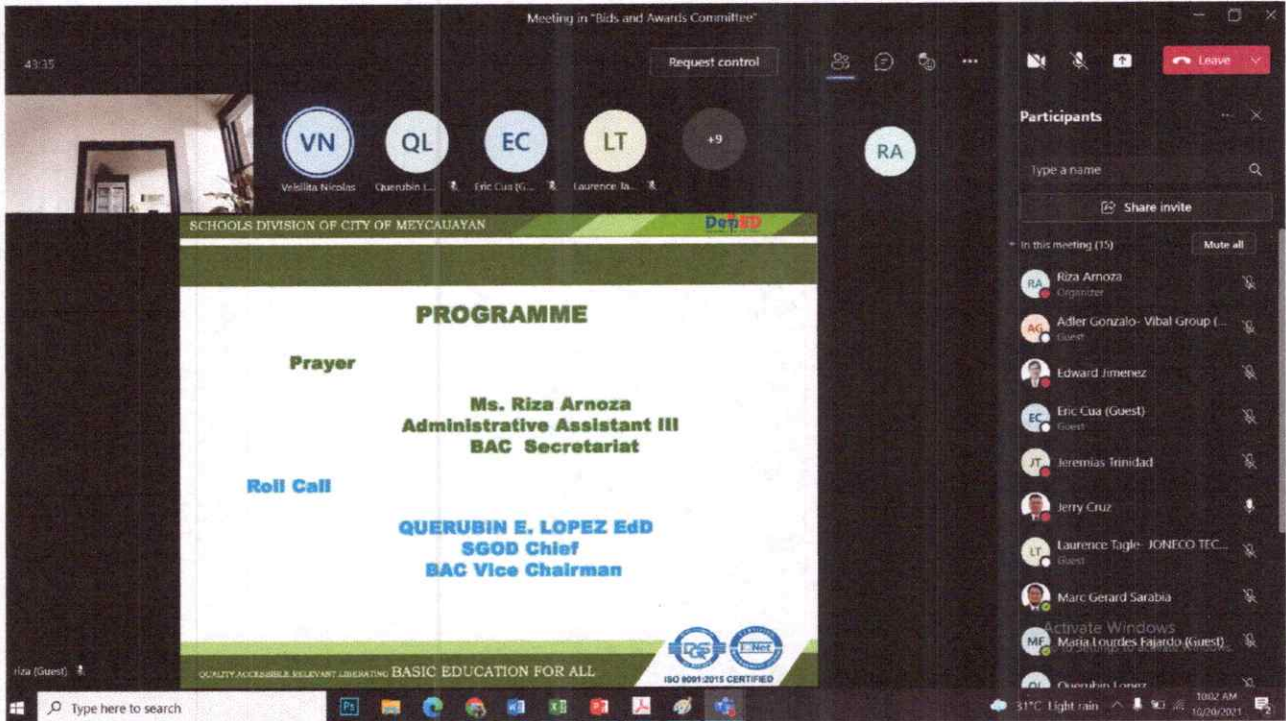
MINUTES OF THE MEETING

Name of Office: BAC

PHOTOS OF THE ACTIVITY

**VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF 192 PCS. BRAND NEW TABLETS FOR THE FIRST AND SECOND QUARTERS FOR SY 2021-2022
 PROJECT NO. 2021-009-G**

October 20, 2021, 10:00 am via MS Teams





MINUTES OF THE MEETING

Name of Office: BAC

Meeting in "Bids and Awards Committee"

48:35

Request control

VN QL R EC +11 RA

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

PROCUREMENT OF 192 PCS. BRAND NEW TABLETS FOR GRADE 1 LEARNERS FOR THE FIRST & SECOND QUARTERS OF SY 2021-2022

**Project No. 2021-009-G
 ABC Php 1,536,000.00
 SARO NO. DEPED-ROIII-2021-09-1918**

**Contract Duration 30 days
 Bid Docs Amount P 5,000.00**

QUALITY ACCESSIBLE, RELEVANT, LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED

Participants: Riza Armoza (Organizer), Adler Gonzalo-Vibal Group (Guest), Edward Jimenez, Eric Cua (Guest), Janice San Jose, Jeremias Trinidad, Jerry Cruz, Laurence Iagle-JONECO TEC (Guest), Marc Gerard Sarabia, Maria Lourdes Fabardo (Guest)

Meeting in "Bids and Awards Committee"

49:27

Request control

VN QL R EC +11 RA

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

NATURE OF PRE-BID CONFERENCE

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QUALITY ACCESSIBLE, RELEVANT, LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED

Participants: Riza Armoza (Organizer), Adler Gonzalo-Vibal Group (Guest), Edward Jimenez, Eric Cua (Guest), Janice San Jose, Jeremias Trinidad, Jerry Cruz, Laurence Iagle-JONECO TEC (Guest), Marc Gerard Sarabia, Maria Lourdes Fabardo (Guest)



MINUTES OF THE MEETING

Name of Office: BAC

Meeting in "Bids and Awards Committee"

5:08

Request control

VN QL R EC +11 RA

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

NATURE OF PRE-BID CONFERENCE

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Participants

In this meeting (17)

RA Riza Armoza Organizer

AG Adler Gonzalo- Vibal Group (Guest)

Edward Jimenez

EC Eric Cua (Guest) Guest

JJ Janice San Jose

JT Jeremias Trinidad

Jerry Cruz

LT Laurence Tagle- JONECO TEC... Guest

Activate Windows Marc Gerard Sarabia Windows

31°C Light rain 10:19 AM 10/06/2021

Meeting in "Bids and Awards Committee"

5:29

Request control

VN QL R EC +11 RA

SCHEDULE OF ACTIVITIES

Activity	Date & Time	Venue
Pre-Procurement Conference	October 4, 2021, 10:00 am	Via MS Teams
Ads/Post of IAEB	Oct. 11- November 4, 2021	www.philgeps.net
Receipt of LOI	Oct. 11- November 4, 2021	DepEd-SDO City of Meycauayan
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Estimate Completion Date	December 27, 2021	

Participants

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RA Riza Armoza Organizer

AG Adler Gonzalo- Vibal Group (Guest)

Edward Jimenez

EC Eric Cua (Guest) Guest

JJ Janice San Jose

JT Jeremias Trinidad

Jerry Cruz

LT Laurence Tagle- JONECO TEC... Guest

Activate Windows Marc Gerard Sarabia Windows

31°C Light rain 10:19 AM 10/06/2021



MINUTES OF THE MEETING

Name of Office: BAC

Meeting in "Bids and Awards Committee"

52:41 Request control

Participants: Edward Jimenez, Vehilita Nic..., rolandcarid..., Erik Cua (G..., Ramilo Cruz, Shidy Gale..., +10, RA

TECHNICAL SPECIFICATIONS (PROJECT 2021-009-G)

Quantity	Description of the Material	Unit Cost	Total Amount
192	TABLET	P 8,000.00	P 1,536,000.00
TOTAL			P1,536,000.00

Participants list (17): Riza Amora (Organizer), Adler Gonzalo- Vibal Group (Guest), Edward Jimenez, Erik Cua (Guest), Janice San Jose, Jeremias Trinidad, Jerry Cruz, Laurence Tagle- JONELO TEC... (Guest), Activate Windows - Marc Gerard Sarabia, Maria Lourdes Sarmiento (Guest)

Footer: QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL. ISO 9001:2015 CERTIFIED

Meeting in "Bids and Awards Committee"

01:16:51 Request control

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepED

Questions/ Clarifications

Participants: Vehilita Nic..., +14, RA

Footer: QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL. ISO 9001:2015 CERTIFIED