



DEPED-SDO MEYCAUAYAN CITY
 By: [Signature] Time: 4:48

I. TITLE OF THE ACTIVITY	VIRTUAL PRE-BID CONFERENCE ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES FOR THE DEVELOPMENT AND REPRODUCTION OF SELF-LEARNING MODULES FOR FY 2022 (PROJECT NOS. 2021-011-G & 2021-012-G)						
II. DATE CONDUCTED	December 28, 2021, 10:00 am						
III. VENUE	Google Meet Online Platform						
IV. ATTENDANCE	<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 St. Andrew Publications Victorious Publications</p>						
V. DISCUSSION After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via google meet online platform at around 10:00 am. The prayer was led by Engr. Marc Gerard Sarabia, BAC TWG. Dr. Querubin E. Lopez acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders. The Chair then presented the following projects on the Conduct of Early Procurement Activities for the Development and Reproduction of Self-Learning Modules for FY 2022: <table border="1" data-bbox="175 1758 1037 1825"> <thead> <tr> <th>PROJECT NO.</th> <th>TITLE</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		PROJECT NO.	TITLE	ABC			
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MINUTES OF THE MEETING

Name of Office: **BAC**

2021-011-G	REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADES 4 TO 8 FOR THE FOURTH QUARTER	2,559,760.00
2021-012-G	REPRODUCTION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS FOR GRADES 4 TO 7 FOR THE THIRD QUARTER	4,123,526.00

- The Chair stated the references for the conduct of early procurement activities, to wit:
 - Regional Memo No. 629, s. 2021 dated November 29, 2021, entitled “Conduct of Early Procurement Activities for the Development and Reproduction of Self-Learning Modules for FY 2022
 - Joint Memorandum DM-OUCI-2021-539 dated November 17, 2021 from the Office of the Undersecretary for Finance and Undersecretary for Curriculum and Instruction
 - DepEd Order No. 51, s. 2021 dated November 25, 2021 entitled “Guidelines on the Conduct of Early Procurement Activities (EPA) at the Department of Education”
- Paragraph 3 of Regional Memo No. 629, s. 2021 also provides that “The Allocation per SDO will serve as the basis for the conduct of EPA short of award to ensure timely availability of SLMs. Said amount will be downloaded upon approval of the FY 2022 General Appropriations Act.”

DEPARTMENT OF EDUCATION
 Region III, Maimpis, City of San Fernando, Pampanga

FY 2022 INDICATIVE BUDGET ALLOCATION FOR BE-LCP (PROVISIK (IN THOUSAND PESOS)

DIVISION OFFICES	TOTAL ALLOCATION (3RD QTR SY 2021-2022)	TOTAL ALLOCATION (4TH QTR SY 2021-2022)	TOTAL ALLOCATION (SY 2021-2022)
Meycauayan City	4,147	2,590	6,737

- The Chair also reiterated 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.

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- 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 January 11, 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	December 13, 2021	Via MS Teams
Ads/Post of IAEB	Dec.20, 2021- Jan. 11, 2022	www.philgeps.net
Receipt of LOI	Dec.20, 2021- Jan. 11, 2022	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Dec.20, 2021- Jan. 11, 2022	DepEd-SDO City of Meycauayan
Pre-Bid Conference	December 28, 2021, 10:00 am	Via MS Teams
Submission and Opening of Bids	January 11, 2022 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	January 12, 2022	DepEd-SDO City of Meycauayan
Post Qualification	January 14, 2022	DepEd-SDO City of Meycauayan
Resolution Short of Award	January 17, 2022	DepEd-SDO City of Meycauayan

Schedule of Notice of Award, Contract and Notice to Proceed shall be determined pending approval of the FY 2022 General Appropriations Act and release of SARO.

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

PROJECT 2021-011-G

Grade Level	Actual Enrollment	Description	Subject	No. of Titles	Quantity Needed per Title	Unit Amount	Total Amount
4	3524	Self-Learning Modules	English	6	2,628	140.00	367,920.00
			EsP	6	2,628	127.00	333,756.00
			Music	5	2,628	105.00	275,940.00
			Arts	5	2,628	127.00	333,756.00
			PE	4	2,628	120.00	315,360.00
5	2821		PE	2	1,890	54.00	102,060.00
6	3010		PE	3	1,939	62.00	120,218.00
7	2879		Arts	6	1,520	177.00	269,040.00
			PE	3	1,520	68.00	103,360.00
8	2685		AP	4	1,675	112.00	187,600.00
		PE	3	1,675	90.00	150,750.00	
TOTAL				47	23,359	1,182.00	2,559,760.00

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Note: Price of reproduction is P1.00 per page

Specifications for Reproduction SLMs:

Color: 4 colors/ 1 color with UV Coating (Cover)
1 color/4 colors, if any (Inside)

Paper type: Uncoated paper (book paper) 70 gsm
Fold cote #10/self cover

Binding: Saddle stitch
Size: A4 (Portrait 8.25"x 10.75")

For Project No. 2021-012-G:

Grade Level	Actual Enrollment	Description	Subject	No. of Titles	Quantity Needed per Title	Unit Amount	Total Amount
4	3524	Self-Learning Module	Math	11	2,628	241.00	633,348.00
			EsP	4	2,628	113.00	296,964.00
			Arts	8	2,628	149.00	391,572.00
5	2821		Filipino	8	1,890	166.00	313,740.00
			EsP	10	1,890	196.00	370,440.00
			PE	2	1,890	48.00	90,720.00
6	3010		Math	9	1,939	214.00	414,946.00
			Science	4	1,939	108.00	209,412.00
			AP	6	1,939	151.00	292,789.00
			EsP	6	1,939	126.00	244,314.00
			PE	3	1,939	59.00	114,401.00
7	2879		Filipino	4	1,520	87.00	132,240.00
		AP	1	1,520	22.00	33,440.00	
		EsP	2	1,520	48.00	72,960.00	
		Music	8	1,520	239.00	363,280.00	
		PE	4	1,520	98.00	148,960.00	
TOTAL				90	30,849	2,065.00	4,123,526.00

Note: Price of reproduction is P1.00 per page

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The Chair then discussed the following:

- The Checklist of Documents Comprising the Bid(s) for Bidders: The Eligibility + Technical Component and the Financial Component will be provided to bidders who will purchase the bidding docs.

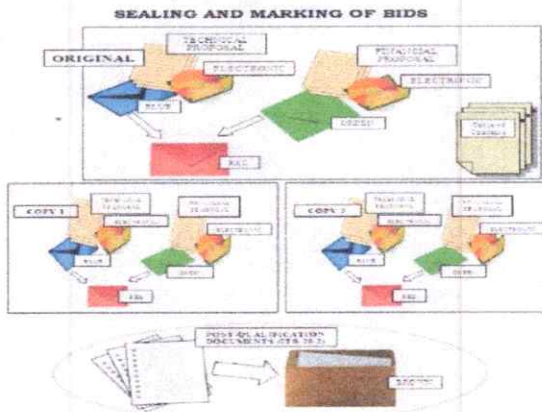
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- Number of Copies for both Technical Financial Component Documents in Separate Envelopes:
 One (1) original copy
 Two (2) additional copies
- Color Coding of envelopes and marking guidelines were presented using the following format:



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]

For Goods Offered From Within the Philippines

Name of Bidder _____ Invitation to Bid# Number _____ Page of _____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price (BID)	Transportation and insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of bank/other services, if applicable, per item	Total Price, per unit (add 2+3+4+5+6+7+8)	Total Price (Bidder's Final Estimate) (add 9 to total 4)

- The Bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

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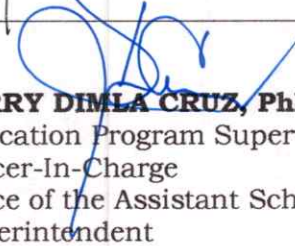



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- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

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 11:00 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

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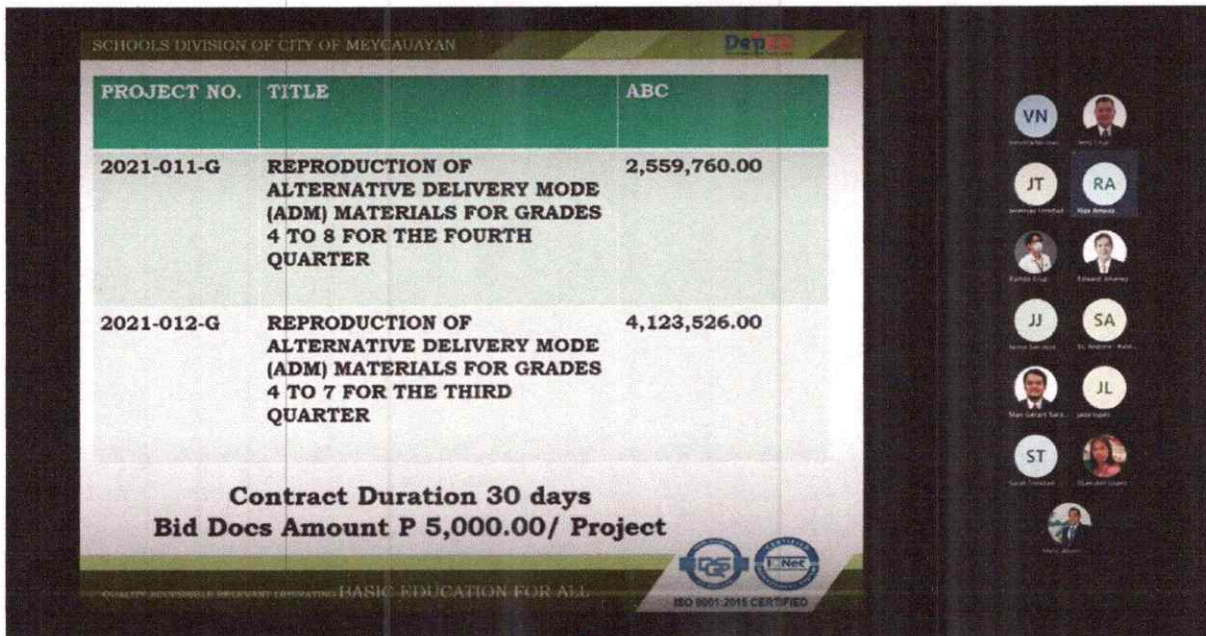
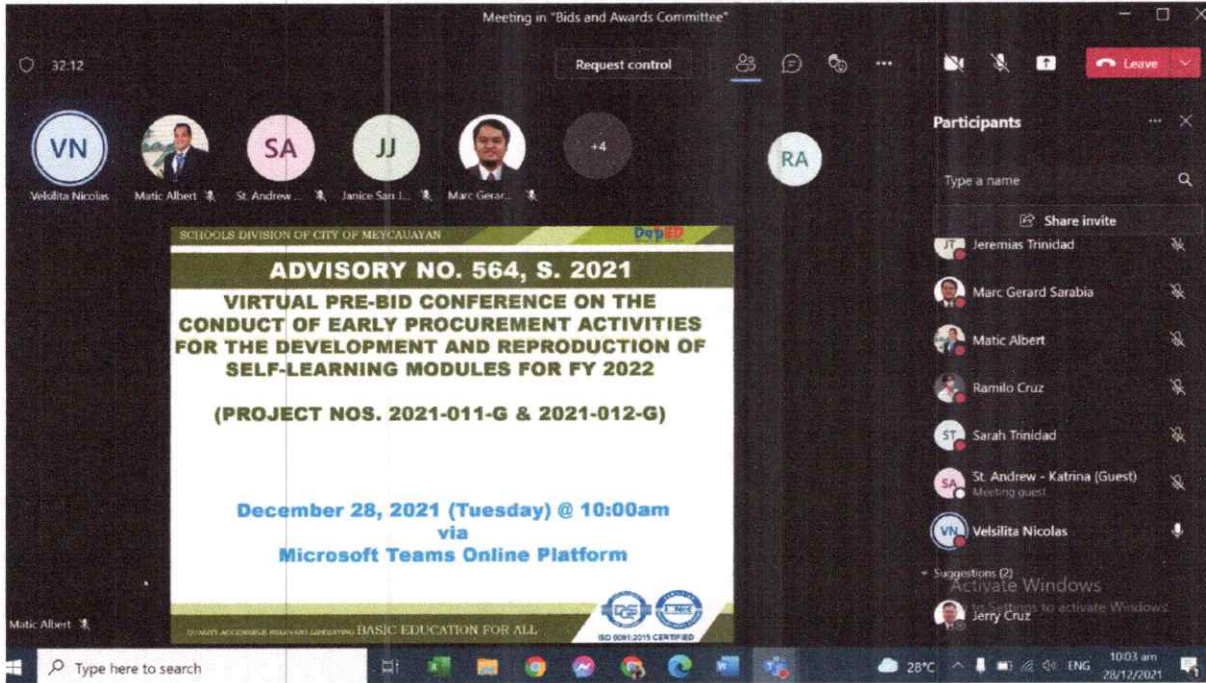
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PHOTOS OF THE ACTIVITY

VIRTUAL PRE-BID CONFERENCE ON THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES FOR THE DEVELOPMENT AND REPRODUCTION OF SELF-LEARNING MODULES FOR FY 2022

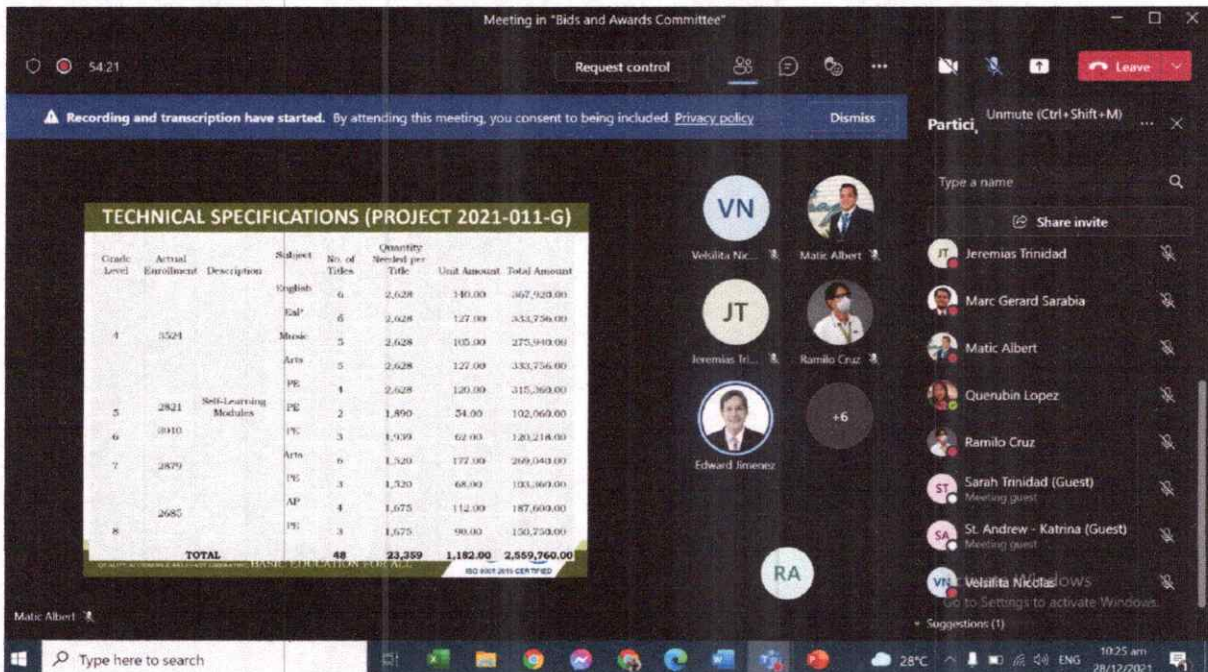
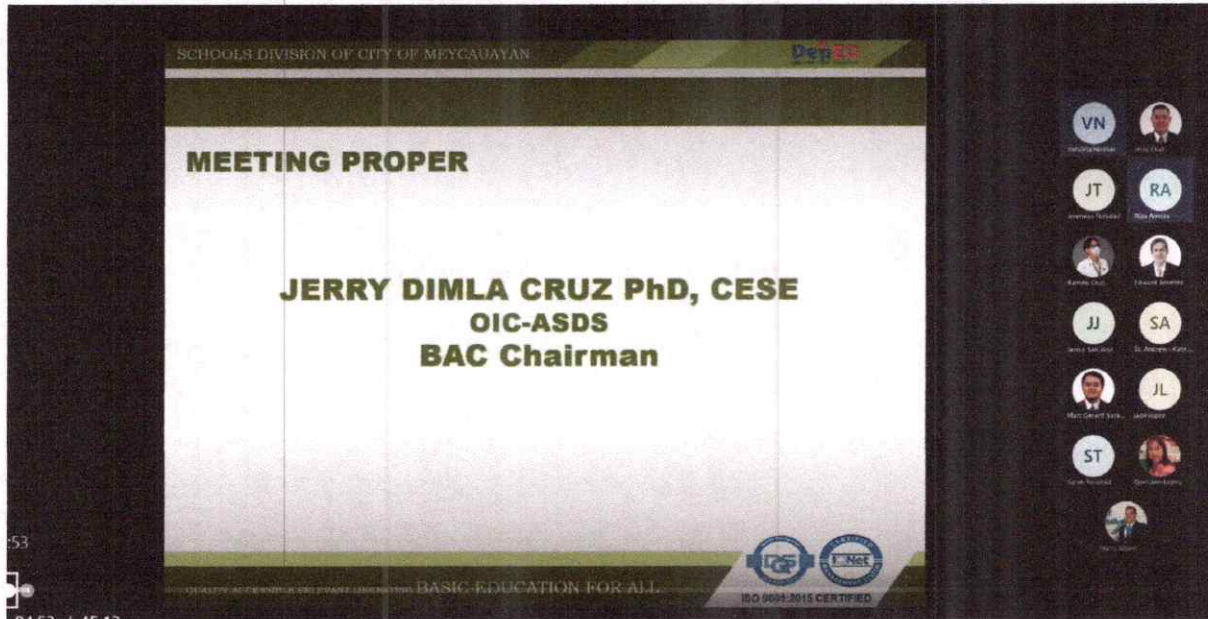
(PROJECT NOS. 2021-011-G & 2021-012-G)
 December 28, 2021, 10:00 am via MS Teams





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Notice of Award	Pending approval of FY 2022 GAA	
Contract	Pending approval of FY 2022 GAA	
Notice to Proceed	Pending approval of FY 2022 GAA	
Estimate Completion Date	Pending approval of FY 2022 GAA	

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SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
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Questions/ Clarifications

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