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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  
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Effectivity date: 8-17-18

DEPED-SDO MEYCAUAYAN CITY

**MINUTES OF THE MEETING**

Name of Office: BAC

Time: 9:24

<b>I. TITLE OF THE ACTIVITY</b>	<b>VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST &amp; SECOND QUARTERS OF SY 2022-2023 (PROJECT NO. 2022-003-G)</b>
<b>II. DATE CONDUCTED</b>	May 5, 2022, 10:00 am
<b>III. VENUE</b>	MS Teams Meet Online Platform
<b>IV. ATTENDANCE</b>	<p><b>BIDS &amp; AWARDS COMMITTEE</b>  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><b>TECHNICAL WORKING GROUP</b>  ENGR. MARC GERARD SARABIA  ALBERT B. MATIC</p> <p><b>SECRETARIAT</b>  JANICE L. SAN JOSE  RIZA C. ARNOZA  SARAH TRINIDAD</p> <p><b>BIDDERS</b>  Girlye Lazaro  Lawrence Pedrajas  John Jonald Cuaresma  Mary Christine Zuniga  Jerome Barleta  Razien Balatbat  Jones Dandanilla</p>
<b>V. DISCUSSION</b>	
<p>After having declared a quorum, the BAC Chairman, ASDS Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at around 10:00 am.</p>	
<p>The prayer was led by Ms. Sarah T. Trinidad, BAC Secretariat Member.</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 Tablets for Grades 4 to 8 Learners for the First and Second Quarters of SY 2022-2023 (Project No. 2022-003-G), with an ABC of Php 14,042,000.00, SARO No. DepEd ROIII-2022-03-1057, Contract Duration 45 days, Bid Docs Amount P 25,000.00.</p>	



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- The Chair then 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 of submission of bidding documents which is on May 18, 2022, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

She also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	April 18, 2022, 10:00 am	Via MS Teams
Ads/Post of IAEB	April 25- May 18, 2022	www.philgeps.net
Receipt of LOI	April 25- May 18, 2022	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	April 25- May 18, 2022	DepEd-SDO City of Meycauayan
Pre-Bid Conference	May 5, 2022, 10:00 AM	MS Teams
Submission and Opening of Bids	May 18, 2022 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	May 20, 2022	DepEd-SDO City of Meycauayan
Post Qualification	May 24, 2022	DepEd-SDO City of Meycauayan
Resolution to Award	May 26, 2022	DepEd-SDO City of Meycauayan
Notice of Award	May 27, 2022	DepEd-SDO City of Meycauayan
Contract	May 30, 2022	DepEd-SDO City of Meycauayan
Notice to Proceed	May 31, 2022	DepEd-SDO City of Meycauayan
Estimate Completion Date	July 23, 2022	

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

Quantity	Description of the Material	Unit Cost	Total Amount
2006	TABLET	P 7,000.00	P 14,042,000,00
<b>TOTAL</b>			<b>P14,042,000.00</b>

Technical Specifications and Terms of Reference:



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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	: $\phi$ 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.
Design	: With blue rugged case and engraved 2" x 2" logo of SDO and text "Property of DepEd Meycauayan" at the back of the device as shown below:



The winning bidder shall enhance and convert the image to Vector for engraving.

**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



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**WARRANTY**

- 3-Year Parts
- 3-Year Labor

**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 **45 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).

The Chair 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**



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- (f)
  - Contract;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
  - Notice of Award; **and**
  - Contract; **and**
  - Notice to Proceed; **and**
  - Certificate of Acceptance 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 brand offer, certified by the brand or the Distributor of the brand.
- (k) Proof that the proposed brand is either ISO 9001:2008 OR ISO 9001:2015 certified
- (l) NTC Certificate for the proposed brand offer
- (m) Softcopy or CD copy of the Technical components  
(Original, Copy 1 and Copy 2)

**Financial Documents**

- (n) 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**
- (o) 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**

- (p) 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**

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s).
- (s) Softcopy or CD copy of the Financial components  
(Original, Copy 1 and Copy 2)



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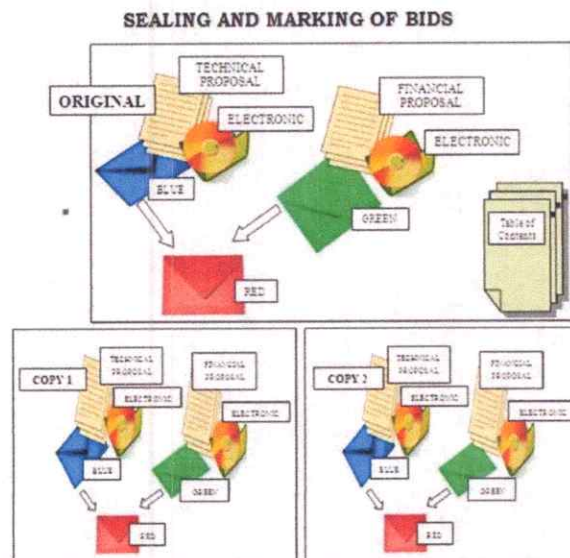
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Other documentary requirements under RA No. 9184 (as applicable)

- (t) [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.
- (u) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**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



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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 bidders are reminded to strictly follow the bid form provided in the bidding documents.
- It is reiterated that strict compliance to Color Coding of envelope.
- Mother envelope which contains the three (3) red envelopes- any color.
- Bidding Documents can be downloaded free of charge at Philgeps website or can be bought at SDO City of Meycauayan in the amount of Twenty-Five Thousand Pesos only (Php 25,000.00).
- Query on the amount and period of validity of Single Largest Completed Contract

Section 23.4.1.3 of the Revised Implementing Rules and Regulations of RA 9184 states that: *“The prospective bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be **at least fifty percent (50%) of the ABC**”.*

Invitation to Bid (ITB) Clauses 2 and 5.3.b of PBD also states that *“Bidders should have completed, **within two (2) years** from the date and submission of bids, a contract similar to the project.”*

The Chair reiterated to the BAC Members, TWG and Secretariat the strict compliance to NO CONTACT RULE Policy.

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 exactly 10:06 am.

<b>VI. PHOTO DOCUMENTATION</b>	See attached
<b>Prepared by:</b>	 <b>RIZA C. ARNOZA</b> Member, BAC Secretariat
<b>Checked and Verified:</b>	 <b>JERRY DIMLA CRUZ, PhD, CESE</b> Assistant Schools Division Superintendent BAC Chairman
<b>Noted:</b>	 <b>CAROLINA S. VIOLETA, EdD, CESO VI</b> Schools Division Superintendent

25/10/2018



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



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**PHOTOS OF THE ACTIVITY**  
**VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST & SECOND QUARTERS OF SY 2022-2023 (PROJECT NO. 2022-003-G)**  
**(PROJECT NO. 2022-003-G)**

May 5, 2022 10:00 am via MS Teams Online Platform

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepEd

**ADVISORY NO. 207, S. 2022**

**VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST & SECOND QUARTERS OF SY 2022-2023**

**PROJECT NO. 2022-003-G**

**May 5, 2022 (Thursday) @ 10:00am**  
 via  
**Microsoft Teams Online Platform**

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

**Participants:** MZ, LP, VN, RI, JC, MF, RA, RA, JJ, ST, GL

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepEd

**PROGRAMME**

**Prayer**

**Ms. SARAH T. TRINIDAD**  
 Administrative Officer IV  
 BAC Secretariat

**Roll Call**

**QUERUBIN E. LOPEZ EdD**  
 SGOD Chief  
 BAC Vice Chairman

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

**Participants:** ST, VN, JC, RA, MZ, LP, RI, JC, MF, RA





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SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

### NATURE OF PRE-BID CONFERENCE


- Pre-bid Conference 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 (P1,000,000.00) 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.

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 ISO 9001:2015 CERTIFIED



### SCHEDULE OF ACTIVITIES

Activity	Date & Time	Venue
Pre-Procurement Conference	April 18, 2022, 10:00 am	Via MS Teams
Ads/Post of IAEB	April 25- May 18, 2022	<a href="http://www.philgeps.net/">www.philgeps.net/</a> / <a href="http://www.sdo-meycauayan.com">www.sdo-meycauayan.com</a>
Receipt of LOI	April 25- May 18, 2022	DepEd-SDO City of Meycauayan
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Contract	May 30, 2022	DepEd-SDO City of Meycauayan
0:14:50 o Proceed	May 31, 2022	DepEd-SDO City of Meycauayan
Completion Date	July 23, 2022	





**MINUTES OF THE MEETING**

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**TECHNICAL SPECIFICATIONS & TERMS OF REFERENCE**

**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
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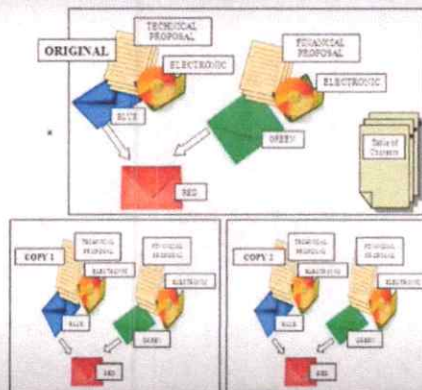


SCHOOLS DIVISION OF CITY OF MEYCAUAYAN

DepEd

**SEALING AND MARKING OF BIDS**

**SEALING AND MARKING OF BIDS**



0:34:47

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