



NO 04240

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

Name of Office: BAC

DEPED-SDO MEYCAUAYAN CITY  
**MINUTES OF THE MEETING**

<p><b>I. TITLE OF THE ACTIVITY</b></p>	<p><b>VIRTUAL PRE-BID-CONFERENCE FOR THE PROCUREMENT OF ADDITIONAL TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST &amp; SECOND QUARTERS OF SY 2022-2023 (PROJECT NO. 2022-004-G)</b></p>
<p><b>II. DATE CONDUCTED</b></p>	<p>July 26, 2022, 10:00 AM</p>
<p><b>III. VENUE</b></p>	<p>MS Teams Online Platform</p>
<p><b>IV. ATTENDANCE</b></p>	<p><b>BIDS &amp; AWARDS COMMITTEE</b>          JERRY DIMLA CRUZ, PhD, CESE          DOMINADOR M. CABRERA, PhD          JOCELYN A. MANALAYSAY, PhD          VIVIAN R. DUMALAY          JEREMIAS B. TRINIDAD          MA. LEONORA B. CRUZ          ATTY. EMERSON T. CERIA</p> <p><b>TECHNICAL WORKING GROUP</b>          EDWARD C. JIMENEZ, PhD          BERNADETTE M. DELA CRUZ          ENGR. MARC GERARD A. SARABIA          ALBERT B. MATIC</p> <p><b>SECRETARIAT</b>          JANICE L. SAN JOSE          SARAH T. TRINIDAD          RIKKA JESSICA C. TORRES</p> <p><b>BIDDERS</b>          KYLA MAE CYRIL GRONDIANO – T&amp;E ENTERPRISES          CHONA CAMACHO – MAXCOR INTER-VENTURES          HOMER SALVADORA – AVID SALES CORPORATION          ED RIBAYA – ARIK GENERAL MERCHANDISING          DALIA SINGCA – INFOWORX INC.          JUVIE CORTEZ – GERVY’S TRADING &amp; GENERAL MERCHANDISE          RAEVINOR GONZALES – ST. ANDREW PUBLISHING          HOUSE PLARIDEL</p>
<p><b>V. DISCUSSION</b></p>	<p>The prayer was led by Ms. Jocelyn A. Manalaysay, BAC Member.</p> <p>Dr. Dominador M. Cabrera acknowledge the presence of the BAC Members, Technical Working Group, and Secretariat while Ms. Janice L. San Jose recognizes the participating bidders.</p> <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 10:11 am.</p> <p>The Chair presented the details of the project, Procurement of Additional Tablets for Grades 4 to 8 Learners for the First and Second Quarters of SY 2022-2023 (Savings)</p>



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(Project No. 2022-004-G, with an ABC of Php 3,304,000.00, SARO No. DepEd-ROIII-2022-03-1057 (Savings), Contract Duration – 30 days, Bid Docs Amount – P5,000.00

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 the 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.

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.

He discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	July 5, 2022, 10:00 am	via MS Teams
Ads/Post of IAEB	July 15 - August 9, 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	July 15 – August 9, 2022	DepEd SDO City of Meycauayan
Issuance of Bidding Documents	July 15 – August 9, 2022	DepEd SDO City of Meycauayan
Pre-Bid Conference	July 26, 2022, 10:00 am	via MS Teams
Submission and Opening of Bids	August 9, 2022 Submission – 9:00 am Opening – 10:00 am	DepEd SDO City of Meycauayan Conference Hall
Bid Evaluation	August 10, 2022	DepEd SDO City of Meycauayan
Post Qualification	August 12, 2022	DepEd SDO City of Meycauayan
Resolution to Award	August 15, 2022	DepEd SDO City of Meycauayan
Notice of Award	August 17, 2022	DepEd SDO City of Meycauayan
Contract	August 18, 2022	DepEd SDO City of Meycauayan
Notice to Proceed	August 19, 2022	DepEd SDO City of Meycauayan
Estimate Completion Date	September 26, 2022	



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

Quantity	Description of the Material	Unit Cost	Total Amount
472	TABLET	P 7,000.00	P 3,304,000.00
	<b>TOTAL</b>		<b>P 3,304,000.00</b>

**Technical Specifications & 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 Resolution : At least 1280 x 800 IPS  
G-Sensor and GPS Support
- Storage : 32 GB
- Camera : Front and Rear (Front 2.0 MP, Back 5.0 MP)
- Network : 4G LTE  
NTC Registered 2.4 GHz and 5GHz WiFi Bands  
With Bluetooth  
Open Line GSM and LTE Compatible (Globe, Smart, TM, and Talk and Text)
- Headphone Jack : ϕ 3.5mm standard headphone jack
- Interface : Type C
- SIM Card Slot : Micro SIM
- TF Card Slot : Micro SD (up to 256GB)
- Power Adapter : 5V 2A
- Battery : 3.7/ 4000 mah
- Casing : Protective Casing (Rugged Design)
- Operating System : Android 10.0 or above with Google Apps Store (Global Version)
- Speaker : Built-In
- Touch Screen : Capacitive Multipoint Touch
- 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**



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- 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.
- Proposed Brand must be either ISO 9001:2018 OR ISO 9001:2015 certified.
- Proposed brand must **be** NTC Certified.
- Winning bidders shall provide accidental damage protection not exceeding 10% of the procured quantity for three years.

**WARRANTY**

- 3-Year – Parts
- 3-Year – Labor

**INSPECTION AND DELIVERY**

1. DepEd Meycauayan reserves the right to inspect and/or test the items to check on manufacturing defects or defects from substandard specifications and for which reasons call for replacement or repair of the said items under the warranty provisions.
2. DepEd Meycauayan shall conduct a pre-delivery inspection(s) at the supplier’s premises or ex-warehouse or place of assembly. During this time, items inspected and accepted shall be tagged utilizing the DepEd Meycauayan Supplies Tagging System, the detailed protocol of which shall be provided by DepEd Meycauayan on or before the conduct of Pre-Implementation Delivery. All tablets that passed the pre-inspection procedure shall be sealed using the sticker seal of DepEd Meycauayan.
3. The winning bidder shall **be** deliver the tablet directly to the school recipients provided by procuring entity. The school recipient’s inspectorate team shall conduct a Delivery inspection. The team has the right to refuse all unsealed/tampered boxes unless opened and tested working with them.
4. DepEd Meycauayan shall provide all the documents needed before the delivery of the tablets. All documents must be signed by the respective signatories together with photos of the acceptance. The winning bidder shall provide the recipient schools with a delivery receipt with the quantity and serial numbers of the tablets.

**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 Technical and Financial Documents, to wit:

**I. TECHNICAL COMPONENT ENVELOPE**



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**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**
  - o Contract; **and**
  - o Notice to Proceed; **and**
  - o 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 brand offer, certified by the brand or the Distributor of the brand.



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- k. Proof that the proposed brand is either ISO 9001:2018 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 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.
- 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)

**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

*The soft copy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation*

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

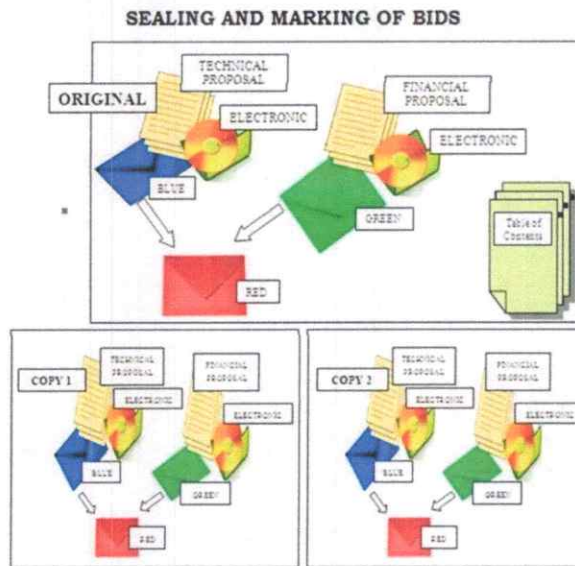


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- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC
- The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13.
- In addition, the Bidder shall submit copies of the first and second envelopes.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

**SEALING AND MARKING OF BIDS**



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 BI OPENING]**

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

- 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.




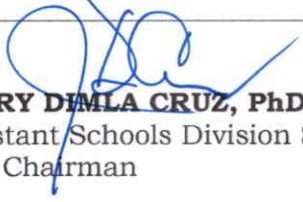

**MINUTES OF THE MEETING**

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**QUESTIONS / CLARIFICATIONS**

- Query on the format of the CD Copy
  - It is reiterated that the soft copy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation.
- Extension of contract duration from 30 days to 60 days
  - The Chair strictly iterate to follow the schedule of activities of the procurement, thus the request cannot be grant.
- Bank Account for the Payment of Bid Docs
  - The bank account is posted on PhilGEPS.
- Clarification of 10% Accidental Damage Protection
  - It covers the damage that the warranty doesn't cover. It will serve as buffer unit.
- Clarification on 3 Years Warranty
  - The manufacturer has the 1-year warranty while the supplier covers the 2-year warranty.
- Processor from Octa-Core to Quad-Core
  - It is advisable to stick to the processor stipulated in the Technical Specification.
- Does the bidder need to bring sample on the bid opening?
  - The Chair requires to bring sample of tablets on the bid opening.
- Logo Design is printed instead of engrave
  - Mr. Albert Matic, IT Officer I, raised to the Chair if it is possible that the logo is UV printed. The Chair said that the BAC will discuss on it and a Bid Bulletin will be issued if there is a changes on the design of the logo.

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 10:55 am.

<b>VI.</b>	<b>PHOTO DOCUMENTATION</b>	See attached
	<b>Prepared by:</b>	 <b>RIKKA JESSICA C. TORRES</b> 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





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**MINUTES OF THE MEETING**

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**VIRTUAL PRE-BID-CONFERENCE FOR THE PROCUREMENT OF ADDITIONAL TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST & SECOND QUARTERS OF SY 2022-2023 (PROJECT NO. 2022-004-G)**

July 26, 2022 via MS Teams Online Platform

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

**ADVISORY NO. 372, S. 2022**

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

**PROJECT NO. 2022-004-G**

**July 26, 2022 (Tuesday) @ 10:00am**  
**via**  
**Microsoft Teams Online Platform**

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Pre-Bid Conference for the Procurement of 472 pcs. Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

**PROCUREMENT OF ADDITIONAL TABLETS FOR GRADES 4 TO 8 LEARNERS FOR THE FIRST AND SECOND QUARTERS OF SY 2022-2023 (Savings)**

**Project No. 2022-004-G**

**ABC Php 3,304,000.00**  
**SARO No. DepEd ROIII-2022-03-1057 (Savings)**

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

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**MINUTES OF THE MEETING**

Name of Office: BAC

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

Activity	Date & Time	Venue
Pre-Procurement Conference	July 5, 2022, 10:00 am	Via MS Teams
Ads/Post of IAEB	July 15-August 9, 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	July 15-August 9, 2022	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	July 15-August 9, 2022	DepEd-SDO City of Meycauayan
Pre-Bid Conference	July 26, 2022 10:00 AM	Via MS Teams
Submission and Opening of Bids	August 9, 2022 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	August 10, 2022	DepEd-SDO City of Meycauayan
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Notice of Award	August 17, 2022	DepEd-SDO City of Meycauayan
Contract	August 18, 2022	DepEd-SDO City of Meycauayan
Notice to Proceed	August 19, 2022	DepEd-SDO City of Meycauayan
Estimate Completion Date	September 26, 2022	

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

### TECHNICAL SPECIFICATIONS & 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 Resolution	: At least 1280 x 800 IPS G-Sensor and GPS Support
Storage	: 32 GB
Camera	: Front and Rear (Front 2.0 MP, Back 5.0 MP)
Network	: 4G LTE NTC Registered 2.4 GHz and 5GHz WiFi Bands With Bluetooth Open Line GSM and LTE Compatible (Globe, Smart, TM and Talk and Text)

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**MINUTES OF THE MEETING**

Name of Office: BAC

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

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

- One (1) original copy
- Two (2) additional copies

*The softcopy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation.*

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10:42 am 24/07/2022

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

### SEALING AND MARKING OF BIDS

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

10:46 am 24/07/2022



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



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**MINUTES OF THE MEETING**

Name of Office: BAC

Pre-Bid Conference for the Procurement of 472 pcs - Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

## SEALING AND MARKING OF BIDS

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]**

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ISO 9001:2015 CERTIFIED

Meeting interface includes: Request control, People, Chat, Reactions, App, Mute, Camera, Mic, Share, Leave, and a list of participants (Edward Jim..., Janice San J..., Dalis R. San...).