



Republic of the Philippines  
Department of Education



**PROCUREMENT MANAGEMENT SERVICE**

OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762

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*Document Template No. BACSD-2019-  
(revised 040519; prepared by conicolas)*

**Bids and Awards Committee V**

**Minutes of Pre-Bid Conference**

Project : **Printing and Delivery of IEC Publications**  
APP Code : **DRRMS-010**  
ABC : **PhP11,112,640.00**  
End-User : **Disaster Risk Reduction and Management Service**  
Date & Time : **November 11, 2019; 2:00P.M.**  
Venue : **Bureau of Curriculum Development Conference Room,  
Third Floor, Bonifacio Building, DepEd Complex, Meralco  
Ave., Pasig City**

Present:

Bids and Awards Committee (BAC) V : Asec. Ramon Fiel G. Abcede, Chairperson;  
Asec. Alma Ruby C. Torio, Vice-Chairperson; and Dir. Edel B. Carag, Provisional  
Member

Procurement Management Service: Ms. Marilou A. Caagbay, Administrative Officer  
II; Ms. Phoebe Ann R. Wagan, Technical Assistant II; and Mr. Danilo P. Catague,  
Administrative Support I

Technical Working Group: Mr. Anthony Gil Q. Versoza (DRRMS)

Prospective Bidder(s): 1) Ms. Lilibeth S. Manabat and Mr. Michael Manabat (Book  
Media Press, Inc.); 2) Ms. Amanita Antonio (Velprint Corp.); 3) Ms. Rea Joy N. Pua  
(Color 1 Digital, Inc.); and 4) Ms. Abigail Echano and Ms. Celine Tiu (Vibal Group,  
Inc.)

I. CALL TO ORDER

Asec. Ramon Fiel G. Abcede, BAC V Chairperson, presided and called the  
pre-bid conference to order at 2:30 P.M. The BAC Secretariat documented  
the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC V Chairperson certified that the quorum of the BAC was present to  
transact business. He acknowledged the presence of the BAC members, BAC  
Secretariat, Technical Working Group, and prospective bidders.

59 III. HIGHLIGHTS OF DISCUSSION

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The BAC V Chairperson welcomed everyone to the pre-bid conference.

The BAC V Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. Moreover, the BAC V Chairperson announced that the floor was open to queries, information, proposals or other concerns coming from the prospective bidders or suppliers on the assumption that the prospective bidders have downloaded bidding documents from the PhilGEPS, requested from the BAC Secretariat for copies of the same, or bought copies of the same. The floor was open to all and the BAC Secretariat moderated the discussion.

The BAC Secretariat proceeded with the presentation of the project information and focused on the salient features of the Bidding Documents and opened the floor for queries after each provision as follows:

<i>Technical Specifications/Schedule of Requirements</i>		
<i>Questions/Queries/Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
What is the type of binding for Item No. 3, DRRMS Calendar?	The binding will be stapled.	Y
How will the calendars be hung on the wall? Is the bookpaper inside spreadable?	There will be one punched hole for hanging. There is also no need for eyelet because the velum is hard enough for the calendars to be hung.  Yes, the bookpaper is spreadable.	N
For Item I, does the 80 pages include the cover page?	Yes, 80 pages including cover.	Y
Can the schedule of requirements be adjusted for the item no. 3 calendars?	The EU will consult their chief regarding the contract duration of the calendars.	Y
What does "one lay-out" in the Technical Specifications mean?	Only one (1) lay-out will be used for items 1 to 3 and that lay-out is a ready-to-print file.	N

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<i>Instructions to Bidders/Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
BDS, ITB Clause 1.1	What will be the reference number for the bid security?	The reference number for the bid securities will be the project number found in the cover of the Bidding Documents.	N
BDS, ITB Clause	How many CDs will be required and	There will be 3 electronic copies (in CD or in USB)	Y

20.2	where will it be placed?	required for this project. May be placed in either the Technical or Financial proposal of the bids.	
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The BAC Chairperson also mentioned that clarification in SCC GCC Clause 10.3 on pages 88-89 of the Bidding Documents will also be included in the bid bulletin.


The BAC V Chairperson announced that having exhausted the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via BAC Secretariat e-mail address on or before November 13, 2019, 5:00 P.M. Furthermore, the BAC V Chairperson stated that the BAC will issue a Bid Bulletin on or before November 15, 2019.

Having no other matters to discuss, the pre-bid conference was adjourned at 3:30 P.M.

Prepared by:

  
**PHOEBE ANN R. WAGAN**  
Technical Assistant II  
BAC Secretariat Division

Reviewed by:

  
**MARILOU A. CAAGBAY**  
Administrative Officer II  
BAC Secretariat Division

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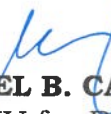
Concurred by:  
BIDS AND AWARDS COMMITTEE V



**RAMON FIEL G. ABCEDE**  
OIC, Office of the Assistant Secretary for Finance,  
Director IV and Chairperson



**ALMA RUBY C. TORIO**  
OIC, Office of the Assistant Secretary for Curriculum and Instruction,  
Director IV and Vice-Chairperson



**EDEL B. CARAG**  
OIC, Office of the Director IV for Bureau of Learning Resources  
Director III and Provisional Member

**Minutes of Pre-Bid Conference**

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**BIDS AND AWARDS COMMITTEE V**  
**ATTENDANCE SHEET FOR BIDDERS**

◇ Pre-Procurement

◆ Pre-Bid Conference

◇ Bid Opening

◇ Other BAC Meeting

Project No. : **2019-10-DRRMS(010)-BV-CB-027**

Project(s) : **Printing and Delivery of IEC Publications**

End-User : **Disaster Risk Reduction and Management Service**

Date : **November 11, 2019**

Time: **2:00 P.M.**

Venue : **BCD Conference Room, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City**

**PLEASE PRINT LEGIBLY.**

No.	FULL Name of Company	Name of Representative	Contact No.	Signature
1	Book Media Press Inc	Lilibeth S Manabat	8721-2803	
2	- do -	Michael manabat		
3	Amanita Antonia	Velprint Corp.	89328698/99	
4	REA JOY N PUA	CDR & DIGITAL INC.	792-2145	
5	VIDAL GROUP	ABIGAIL ECHANO	8580-7900	
6	Global Group, Inc.	Celine Tiu	.11	
7	<del>RAMON FERRER</del>	<del>RAMON FERRER</del>		<del></del>
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Telefax: 633-93.43 / 636.65.42

**Bids and Awards Committee V**

**ATTENDANCE SHEET**

◆ Pre-Procurement Conference ◆ Pre-Bid Conference ◆ Bid Opening ◆ Other BAC Meeting:

Project(s) : **Printing and Delivery of IEC Publications**

Date : **November 11, 2019**

Time : **2:00 PM**

Venue : **Bureau of Curriculum Development Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City**

I. BAC Officials		BAC Secretariat Division	
Name / Position	Signature	Name / Position	Signature
Chairperson		Paula Janine L. Manuel, TA II	
<b>Asec. Ramon Fiel G. Abcede</b> Finance-BPM		Reymark B. Nagallo, TA II	
Vice-Chairperson		Lee Jeffrey Roedell C. Oliva, TA II	
<b>Asec. Alma Ruby C. Torio</b> Curriculum and Instruction		Marianes M. Parcon, TA II	
Regular Member		Phoebe Ann R. Wagan, TA II	
<b>Dir. Samuel R. Soliven</b> Bureau of Curriculum Development		Homer A. Silva, AS II	
Provisional Members		Daniilo P. Catague, AS I	
<b>Dir. Milagros T. Talinio</b> Project Management Service		Rally M. Jandoc, AS I	
<b>Dir. Edel B. Carag</b> BLR-Manila		Adrian Paul D. Esplana, Driver II	
<b>Dir. Jennifer E. Lopez</b> BHRD		Roderin C. Balla, Messenger	
<b>II. Office of the Asst. Sec. for Procurement and Administration</b>		Arben Allan A. Gomez, Messenger	
<b>Atty. Salvador C. Malana III,</b> Assistant Secretary			
<b>III. Procurement Management Service</b>			
<b>Joel S. Erestrain, Director IV</b> for Biernas / Prwagan / Attendance (for all)			

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
<b>IV. Technical Working Group (TWG)</b>					
<b>V. End-User Representative(s)</b>					
Anthony Versora	[Signature]	DREMS			
<b>VI. Observer(s)</b>					