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#### Republic of the Philippines Department of Education



#### PROCUREMENT MANAGEMENT SERVICE

OD 8 8 633,7232 PPMD 8 8 636,6543 CMD 8 8 m635,3762

Rm. M-511, 5th Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, Philippines Telefax: 8 633-93-43 🖀 8 633-65-43 / email: depedcentral.bacsecretariat@deped.gov.ph

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

#### Bids and Awards Committee IV

#### **Minutes of Pre-Bid Conference**

Project No. : 2019-10-BLSS2(003)-BIV-CB-035 Project

: Procurement of Fluoride Varnish to be applied to all

Kinder to Grade 3 Learners Semi-Annually

: PhP404,136,000.00 **ABC** 

End-User : School Health Division (SHD)

Date & Time : November 4, 2019, 10:00 A.M.

Venue : BCD Conference Room, 3/F, Bonifacio Building, DepEd

Complex, Meralco Avenue, Pasig City

Present:

Bids and Awards Committee (BAC) IV: Dir. Roger B. Masapol, Vice-Chairperson; Dir. Ella Cecilia G. Naliponguit, Regular Member; and Engr. Luis G. Purisima, Jr., Provisional Member

Procurement Management Service: Ms. Ivy E. Acebo, Senior Technical Assistant II, Mr. Lauro L. Roberto, Jr., Senior Technical Assistant I and Mr. Adrian Paul D. Esplana, Messenger (BAC Secretariat Division)

Technical Working Group (TWG): Dr. Annaliza T. Araojo, Dr. Edwina J. Go, Dr. Marjorie G. Pudin and Dr. Felicidesta Rolluqui

<u>Prospective Bidder(s):</u> (see attached attendance Sheet)

1) Jane Lu (St. Agnes Trading); 2) Anne Sanchez (Invictus Dental Supplies); 3) Sheryl Maglaque and Ginalyn Tan (Cosmic Technologies, Inc.); 4) Cherry Narda (HG Agro Industrial Machineries); 5) Peter Paul Ang and Mr. Nelhaniel Ruca (EEA Enterprise); 6) Jennifer Navarro and Mr. Diomar Escat (Colgate-Palmolive); 7) Alejandro Nicolas, Jr. (BEAVANS Dental Trading); 8) Robert Abrenica (3M Philippines); 9) La Croesus Pharma; 10) Ces Moghal and Jerwin Mejia (Surgicom Trading Corp.); 11) Bambi Valdemoro (Sqezette Trading); 12) Jose Siy (New Citizen's Dental Supply); and 13) Ms. Lea Manasan (Roshem Distributor)

cebo / Minutes of Pre-Bid Conference / 2019-10-BLSS2(003)-BIV-CB-035

### 58 I. CALL TO ORDER 59

Dir. Roger B. Masapol, BAC IV Vice-Chairperson, presided and called the pre-bid conference to order at 9:05 A.M. The BAC Secretariat documented the minutes of meeting.

#### II. CERTIFICATION OF QUORUM

The BAC IV Vice-Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC Secretariat, End-User Representative, observer and prospective bidders.

#### III. HIGHLIGHTS OF DISCUSSION

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

The BAC IV Vice-Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. Moreover, the BAC IV Vice-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:

	Instructions to Bidders / Bid	Data Sheet	
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section III. BDS	Prospective bidders proposed that the similar contracts for this project may refer to Supply and/or Delivery of Medical and Dental Supplies.	BAC agreed to the proposal of the prospective bidders that the similar contracts for this project shall refer to Supply and/or Delivery of Medical and Dental Supplies.	Y
Section III. BDS	Atty. Elon Culangen enquired on the Technical Eligibility Documents under Statement of Single Largest Completed Contracts (SLCC) document if the Contract Performance Certified by the End-User is referring to date or a certificate of completion of contract from the End-User.	Performance Certified by the End-User indicated under	Y

Section III. BDS, ITB Clause 12.1	Ms. Sheryl Maglaque asked if the ongoing contracts of the potential joint venture partners should be disclosed.	may refer to certificate of completion of contract from the End-User subject for further discussion and finalization.  BAV IV Vice-Chairperson responded that ongoing contracts of the potential joint venture partners should be disclosed since failure to include a material ongoing contract or disclose complete information in the statement of contracts shall result in the following:  a) Disqualification of the bidder for non-compliance with the eligibility requirement under Sections 23.1 or 24.1 of the revised IRR. b)Blacklisting under Section 65.3 (a) or (b) of the revised IRR.	N

Section III. BDS, ITB Clause 20.2	Ms. Anne Sanchez inquired if the prospective bidders may submit a copy of each of the Technical Component and Financial Component (hard and soft copyrecorded on flash Drive) of their bids in separate envelopes, respectively.	BAC responded that documents which are to be submitted must be produced in electronic forms recorded on CDs, however, flash drive may be considered subject for further discussion and finalization.	Y
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	Schedule of Requirem	ents	
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section VI. Contract Duration	Ms. Ces Mogul recommended to the BAC to increase the contract duration to 120 calendar days for this project.	BAC proposed that the contract duration is ninety (90) calendar days for this project.	Y

	Technical Specification	S	
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section VII. Technical	Atty. Culangen and Mr. Peter Ng clarified if the unit of measure of the item is tube or sachet.	BAC responded that the unit of measure of the item shall be subject for further discussion and finalization.	Y
	Ms. Mogul asked if in case the item is tube how many ml of fluoride varnish per tube.	BAC through the Technical Working Group replied that the mL of tube is 10-12ml per tube of fluoride varnish.	N
	Mr. Alejandro Nicolas, Jr. inquired if the virtually invisible may be deleted since there are some products are not virtually invisible once applied to the tooth surface.	BAC responded that deletion of virtually invisible will be subject to further discussion and finalization.	Y
	Mr. Diomar Escat asked for the exclusion of "Contains an exclusive calcium and phosphate ingredient"	BAC replied that it will be subject to further discussion and finalization of the End-User.	Y
	Mr. Jerwin Mejia inquired if the what is to be submitted ISO 17730 or ISO 13485.	BAC responded that it will be subject to further discussion and finalization of the End-User.	Y

	Other Matters		
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section III. BDS	Atty. Marcelino Agana asked if prospective bidders should have completed, within a period of <i>five (5) years</i> immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which,	the prospective bidders should have completed, within a period of <i>five</i> (5) years immediately preceding the	Y

	Technical Specification		
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section VII. Technical	Atty. Culangen and Mr. Peter Ng clarified if the unit of measure of the item is tube or sachet.	BAC responded that the unit of measure of the item shall be subject for further discussion and finalization.	Y
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	Mr. Alejandro Nicolas, Jr. inquired if the virtually invisible may be deleted since there are some products are not virtually invisible once applied to the tooth surface.	BAC responded that deletion of virtually invisible will be subject to further discussion and finalization.	Y
	Mr. Diomar Escat asked for the exclusion of "Contains an exclusive calcium and phosphate ingredient"	BAC replied that it will be subject to further discussion and finalization of the End-User.	Y
	Mr. Jerwin Mejia inquired if the what is to be submitted ISO 17730 or ISO 13485.	BAC responded that it will be subject to further discussion and finalization of the End-User.	Y

	Other Matters		
Provision	Questions/Queries/Clarifications	BAC's Response	For Bid Bulletin (Y/N)
Section III. BDS	Atty. Marcelino Agana asked if prospective bidders should have completed, within a period of <i>five</i> (5) years immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, must be at least	the prospective bidders should have completed, within a period of <i>five</i> (5) years immediately preceding the deadline for	Y

twenty-five percent (25%) of the ABC to be bid for; OR have completed, at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least twenty-five percent (25%) of the ABC to be bid for; and the largest of these similar contracts must be equivalent to at least 12.5% of the ABC to be bid.

bids. Single Largest Completed Contract (SLCC) similar the contract to be bid and the value of which. adjusted. must be at least twenty-five percent (25%) of the ABC to be bid for; OR have completed, at least two similar contracts and the total of the aggregated contract amount should be equivalent to at least. twenty-five percent (25%) the ABC to be bid for; and the largest these similar contracts must be equivalent to least 12.5% of the ABC to be bid.

The BAC IV Vice-Chairperson announced that having exhausted most of the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before November 8, 2019, 5:00 P.M. Furthermore, the BAC IV Vice-Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before November 11, 2019, 5:00 P.M.

Having no other matters to discuss, the pre-bid conference was adjourned at 10:30 A.M.

106	Prepared by:		Reviewed by:
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110	IVY E. ACEBO		LAURO L. ROBERTO, JR.
111	Senior Technical A	ssistant II	Senior Technical Assistant I
112	BAC Secretariat Di		BAC Secretariat Division
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114			
115			
116		Minutes of Pre-Bid	Conference
117			
118	Project No.	: 2019-10-BLSS2(003)-	BIV-CB-035
119	Project	: Procurement of Fluori	de Varnish to be applied to all
120		Kinder to Grade 3 Lea	rners Semi-Annually
121			•
122	ABC	: PhP404,136,000.00	
123	End-User	: School Health Division	n (SHD)
124			
125	Date & Time	: November 4, 2019, 10	:00 A.M.
126	Venue	: BCD Conference Room	n, 3/F, Bonifacio Building, DepEd
127		Complex, Meralco Aven	
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130		Concurred	•
131		BIDS AND AWARDS C	COMMITTEE <b>IV</b>
132			
133			
134 135		ROGER B. MA	SADOI
136		Director IV and Vice	
137		Birector IV and Vice	Onan por son
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139		\\\.	
140		ELLA CECILIA G. N.	
141		Director III and Regi	ular Member
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145 146		<b>ENGR. LVIS G. PUI</b> Provisional Mo	
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# REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION



Form No. BACS019, v042219

# PROCUREMENT MANAGEMENT SERVICE

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines Website: http://www.deped.gov.ph; email: depedcentral.bacsecretariat@deped.gov.ph

Telefax: 633.93.43 / 636.65.42

# Bids and Awards Committee IV

2		Time				: November 4, 2019	Date
		s Semi-Annually	Learner	to all Kinder to Grade 3	applied	Project(s) : Procurement of Fluoride Varnish to be applied to all Kinder to Grade 3 Learners Semi-Annually	Project(s)
	$\Diamond$	Bid Opening	$\Diamond$	◆ Pre-Bid Conference ◇ Bid Opening ◇	•	Pre-Procurement Conference	
		I TATUO		Tadio aonania i r			

: BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex

Venue

Other BAC Meeting:

10:00 A.M.

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
I. BAC Officials			BAC Secret	BAC Secretariat Division	
Chairperson		James Ronald G. Ybiernas, PDO III		Paula Janine L. Manuel, TA II	
Usec. Jesus L.R. Mateo Planning and Field Operations		Jose Antonio G. Flores, $AOW$		Phoebe Ann R. Wagan, TA II	
Vice-Chairperson		Jessa B. Buela, AO II		John Raymar C. Cheng, TAI	
Dir. Roger B. Masapol Planning Service	R	Marilou A. Caagbay, $AO\ II$		Andrew M. Felipe, AS II	
Regular Member	/	Raquel S. Familara, AA III		Reymark B. Nagallo, AS II	
Dir. Ella Cecilia G. Naliponguit Bureau of Learner Support Services	( 1 4/m	Marlgin de Jack S. Salayon, AA III		Lee Jeffrey Roedell C. Oliva, $ASII$	
Provisional Members		Ivy E. Acebo, STA II	3	Marianes M. Parcon, ASII	
Ms. Sonia R. de Leon Chief, Cash Division		Lady Love S. Arenas, STA II		Homer A. Silva, AS II	
Engr. Luis G. Purisima, Jr. Assistant Chief, EFD		Joyce Anne C. Morales, STA II		Danilo P. Catague, Driver II	
II. Office of the Asst. Sec. for Procurement and Administration	ement and	Christa O. Nicolas, STA II		Adrian Paul D. Esplana, Messenger	X
Atty. Salvador C. Malana III, Assistant Secretary		Lauro L. Roberto, Jr., STA I	4	Melvin R. Parreño, Messenger	3
III. Procurement Management Service	•	Jay Valerie A. Baladiang, $TA\ II$	3		
Joel S. Erestain, Director IV					

V. Technical Working Group (TWG)	Signature	Manie / Onice	Orginarato.	Maine / Onice	Signature
DR. EMWINA J. GLO	Or	DOB Colaboran	B		
DR. ANNUAUDA T. MRADUS (	Dennis	milea Calabara	N N		
M FELLOPETY L. Rowman	S A	Deta MINATOTA 3	D. A.		
Dr. MARJORIE C.P. An	_{	SAP	h		
7. End-User Representative(s)					
II. Observer(s)					



#### REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION



#### PROCUREMENT MANAGEMENT SERVICE

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Telefax: 633.93.43 / 636.65.43

**Bids and Awards Committee** 

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ATTENDANCE SHEET FOR BIDDERS

◇ Pre-Procurement

Pre-Bid Conference

◇ Bid Opening ◇ Other BAC Meeting

Procurement of Fluoride Varnish to be applied to all Kinder to Grade 3 Learners Semi-Annually Project(s):

Date

: November 4, 2019

Time:

10:00:00 A.M.

Venue

: BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex

	PLEAS	PLEASE PRINT LEGIBLY.				Date & Time of Submission of
No.	FULL Name of Company	Name of Representative	Contact No.	Signature	purchased BDs	Bids (for BO only)
1	St. Agnes Trading	Jame der	09178480078	Zandr	NIA	
2	Invictus Dental supplies	ading Anne Samulu	2 0945704217	1 0/	N/A	
3	Cosmic Technologies luc.	shem Maglague		ASSESSED TO SERVICE OF THE PARTY OF THE PART	notych	
4	Cosmic tect Norobies Inc	GINALYN TAN	0917-5777688	14)	MA	
5	HE ASIRO INDUSTRIAL INC.	CHERRY MARDA	0917 816 320V	pomenola	NA	
6	55A Enterprises	N27 hand Rue	097 824r	50 ///	NA	
7	55A Enfugnes	Resel Paul Any		/1000		
8	colqate-Palmolire	trennifer basar	to 6917584012	The dead	um P/A	
9	BEY VAUS DENTAL TRADE					
10	3M Philippines Inc	Robert Abrania			3	
11	La Course romana					
12	Surgicin traking Co	rp Ces Mughal	691784447	1 And	Not, jet	
13	SURGICON TRAJIM (			2 fins	•	



◇ Pre-Procurement

# REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION



#### PROCUREMENT MANAGEMENT SERVICE

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Telefax: 633.93.43 / 636.65.43

Bids and Awards Committee

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ATTENDA	NCE SHEET FOR	BIDDE	RS	
•	Pre-Bid Conference	$\Diamond$	Bid Opening	Other BAC Meeting

Project(s) : Procurement of Fluoride Varnish to be applied to all Kinder to Grade 3 Learners Semi-Annually

Date	: November 4, 2019		Time:	10:00:00 A.M.		
Venue	: BCD Conference Room, 3rd	Floor, Bonifacio Build	ing, DepEd Cor	nplex		
	PLEAS	SE PRINT LEGIBLY.			Bidder has Subm purchased Bids	Date & Time of Submission of
No.	FULL Name of Company	Name of Representative	Contact No.	Signature		Bids (for BO only)
14	COLGATE PALMOLIVE &	PHILS. DIOMAR ESCH	47 09175962	851		
15	COLGATE PALMOLIVE &	BAMBA VAUNTAMAN	0915517100	July .		
NEW	CLISEN'S DENTAL SUPPLY	JUE SIY (		. /		
17	Roshem Distributor	Lea victoria manasa	10 092743425	4 Lafran		
18				70		
19						
20						
21						
22						
23						
24						
25						

#### Welcome to the Pre-Bid Conference!



Procurement of Fluoride Varnish to be applied to Kinder to Grade 3 Learners Semi-Annually

November 4, 2019, 10:00 A.M. BCD Conference Room

### **Bids and Awards Committee IV**

- Usec. Jesus L. R. Mateo

  Chairperson
  - Dir. Roger B. Masapol Vice-Chairperson
- Dir. Ella Cecilia G. Naliponguit
  - Regular Member
  - Ms. Sonia R. De Leon
  - Engr. Luis G. Purisima, Jr.

Provisional Members

#### **Observers**

(invited through letters dated October 28, 2019)

- Commission on Audit (COA)
- Ateneo School of Government (G-Watch)
  - NAMFREL
  - Transparency International Phils.
    - ANSA-EAP Foundation, Inc.
- Phil. Chamber of Commerce & Industry

  Civil Society Organizations

# **Project Information**

End-User / PMO: School Health Division (SHD)

Source of Funds: 2019 General Appropriations Act

Date of Advertisement and Posting of Invitation to Bid:

October 26, 2019

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

# Approved Budget for the Contract (ABC)

Lot No.	Project Description	Approved Budget for the Contract (ABC in PHP)
1	Fluoride Varnish	404,136,000.00

# **Project Information**

#### Start of Issuance of Bidding Documents:

October 26, 2019

**Cost of Bidding Documents:** 

Lot No.	Amount (In Php)
1	50,000.00

Bidding Documents may be downloaded at the following websites:

www.philgeps.gov.ph

www.deped.gov.ph

DEPARTMENT OF EDUCATION

# **Project Information**

No. of Prospective Bidders that purchased the Bidding Documents

As of **October 31, 12:00 N.N.**:

\_\_ Prospective bidder

The pre-bid conference is open to all interested parties who have or have not bought the Bidding Documents.

DEPARTMENT OF EDUCATION

#### **Pre-bid Conference**

#### Purpose of Pre-bid Conference

- 1. To clarify and address bidder's questions on the different aspects of the procurement at hand;
- 2. For bidders to fully understand the requirements.
- \*Note that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.

DEPARTMENT OF EDUCATION

The pre-bid conference is the initial forum where the Procuring Entity's representatives and the prospective bidders discuss the different aspects of the procurement at hand. Its main purpose is to clarify and address every prospective bidder's questions on the different aspects of procurement as contained in the bidding documents.

This way bidders will fully understand the requirements, hence, they will be adequately aided in coming up with a responsive bid.

Note that any statement issued during the conference shall not be binding or shall not modify the terms in the bidding documents unless the same is specifically identified in writing as an amendment and is issued through Supplemental Bid/ Bulletin.

#### Sec. III. Bid Data Sheet

#### • ITB Clauses 6.2(d) and 10.1

Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS (www.philgeps.gov.ph) and the procuring entity's website (www.deped.gov.ph) of any supplemental / bid bulletin shall be considered sufficient notice to all bidders or parties concerned.

It shall therefore be the responsibility of all Bidders who secure the Bidding Documents to: a) inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC; b) know the latest website of PhilGEPS and the procuring entity; c) check from time to time the PhilGEPS and Procuring Entity's websites, and at any conspicuous place within the premises of the Procuring Entity for possible posting of any supplemental/ bid bulletin; and d) inform the BAC in writing, through its Secretariat, of any changes in its address or contract numbers.

#### Who may participate?

#### Filipino Entities

Single / Sole Proprietorships

Partnerships

Corporations

Cooperatives

Joint Ventures

Government Corporate Entities

#### Foreign Entities

**Direct Participation** 

Joint Venture (40%)

DEPARTMENT OF EDUCATION

Clause No. 5.1 of the Instructions to Bidders (ITB) enumerates the Filipino entities who shall be allowed to participate in the bidding process:

- a) Duly licensed Sole/ Single Proprietorships;
- b) Partnerships that are duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines;
- c) Corporations that are duly organized under the laws of the Philippines and of which at least 60% of the outstanding stock belongs to citizens of the Philippines;
- d) Cooperatives that are duly organized under the laws of the Philippines, and of which at least 60% of the interest belongs to citizens of the Philippines; and
- e) Persons/ Entities forming themselves into a JV, that is, a group of 2 or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least 60%.
- f) Government corporate entities <u>/</u>GOCCs: must prove that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

Note: For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

#### **Eligibility Documents**

#### 1. Class "A"

#### **Documents**

Legal Eligibility Documents
Technical Eligibility Documents
Financial Eligibility Documents

#### 2. Class "B"

#### **Documents**

Joint Venture Agreement or Notarized statements from potential partners

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A prospective bidder is eligible to bid for the procurement of goods if it complies with the eligibility requirements prescribed for the competitive bidding, within the period stated in the invitation to bid. The eligibility requirements shall provide for fair and equal access to all prospective bidders.

# Legal Eligibility Documents

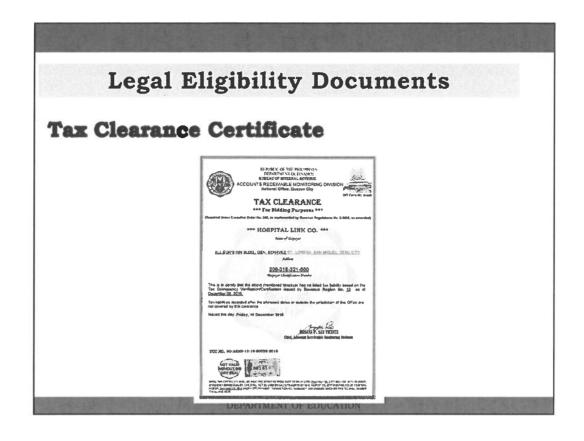
Business Registration Certificate



# Legal Eligibility Documents

# Mayor's / Business Permit





Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.

The second second		Owner's Name	Nature	Bidder's Ro	ile	8.	Amount at Award	a. b. c.	Date Awarded Contract Effectivity Date Completed
	b. c.	Address Telephone Nos.	of Work	Description	%	b. c.	Amount at Completion Duration	d.	Contract Performance Certified by the End-
iovernment		SEATHER STORY	NEAC SE					VIII Market	user
rivate									

Statement of Single Largest Completed Contract. This document shall be accomplished following the format prescribed in Section VIII. Bidding Forms of the bidding documents. It is under this document that the relevant largest single contract shall be culled out. Why is this required?...... Because we want to be assured that the participating bidder has the technical capability to undertake the contract to be bid. To facilitate verification of the information submitted, the following documents shall be required later if the bidder is declared to have tendered the lowest calculated bid: Duly signed Contracts/Purchase Orders (POs)/ Agreements/ Memoranda of Agreement (MOA)/Notices of Award (NOA)/Job Orders or Notices to Proceed (NTP) with the corresponding

Certificates of Completion of Delivery (CCDs)/ Certificates of Final Acceptance (CFAs)/duly signed Delivery Receipts (DRs), or duly accomplished Inspection and Acceptance Reports (IARs)

#### Sec. III. Bid Data Sheet

Prospective bidders should have completed, within a period of *five (5) years* immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid, must be at least fifty percent (50%) of the ABC to be bid for; OR have completed, at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC to be bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC to be bid.

For this purpose, similar contracts shall refer to Supply and Delivery of Medical and Dental Supplies.

DEPARTMENT OF EDUCATION

#### Sec. III. Bid Data Sheet

#### ITB Clause 12.1

For a Contract or Purchase Order (P.O.) to be considered completed, it should have been accepted and duly issued a Certificate of Completion (COC), or any document of similar import with corresponding supporting documents, to wit:

- o Invoices showing at least ninety (90%) of Contract or P.O. has been paid, signed by its Head of the Procuring Entity (HoPE) or its duly authorized representative in case of government contracts; or
- o End-user's Acceptance in case of private contracts, ninety percent (90%) of which has been paid.

DEPARTMENT OF EDUCATION

arted c		_				ded 1			
	Name	Øwner's Name		Bi dder's		D a t a Awarded	% of Accomplishes ent		Outstan dil
	of Contract/ Project Cost	g.Address b.Telephone Nos.	Nature of Work	Descript ion	%	a.Date Started a.Date of Comple tion	Plan ned	Actual	r Underve
	Government								
	Private								
	Privata								

Statement of ALL On-Going and Awarded But Not Yet Started Contracts. This document shall be accomplished following the format prescribed in Section VIII. Bidding Forms of the bidding documents. The resulting figure in this document shall be used by the bidder in its computation of the NFCC.

#### Sec. III. Bid Data Sheet

#### ITB Clause 12.1

Failure to include a material ongoing contract or failure to disclose complete information in the statement of contracts shall result in the following:

- a. Disqualification of the bidder for non-compliance with the eligibility requirement under Sections 23.1 or 24.1 of the revised IRR.
- b. Blacklisting under Section 65.3 (a) or (b) of the revised IRR.

In case the bidder has no ongoing contract, the bidder shall submit a duly signed Statement of All Ongoing Government and Private Contracts form provided in Section VIII, Bidding Forms and indicate "No Ongoing Contract" or "None" or "Not Applicable (N/A)" in said form; otherwise, the bid shall be rejected or disqualified.

DEPARTMENT OF EDUCATION

#### Sec. III. Bid Data Sheet

#### ITB Clause 12.1

Bidders with ongoing project/s with DepEd are allowed to bid for this project, provided:

- 1. The ongoing project will be subject to verification/validation as part of the post qualification pursuant to section 34.3 (iii) of the revised IRR of RA 9184.
- 2. BAC will determine during post qualification if the unfinished projects may impact on the implementation of the new project.

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The prospective bidder's audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the prospective bidder's total and current assets and liabilities;

#### Financial Eligibility Documents

# Computation of Net Financial Contracting Capacity OR Committed Line of Credit

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

= must be at least equal to the ABC to be bid.

Committed Line of Credit = must be at least equal to ten percent (10%) of the ABC to be bid

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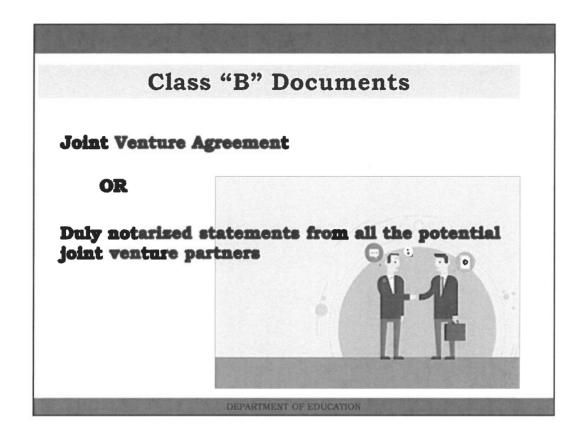
The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation.

For NFCC, the values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.

The CLC, on the other hand, is a commitment from a licensed (Universal/Commercial) bank to extend to it a credit line if awarded the contract to be bid, such commitment being specific to the contract to be bid. It must be at least equal to ten percent (10%) of the ABC to be bid: Provided, That if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

If the NFCC is qualified, the submission of its computation is already enough, thus no need for a submission of CLC.



- (1) Joint Venture Agreement (JVA), in case more than 2 entities decide to participate as a joint venture.
- (2) In the absence of a JVA, duly notarized statements from all the potential partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid envelope.

Note, however, that each partner of the JV shall submit their respective PhilGEPS Certificates of Registration. Submission of technical and financial eligibility documents by any of the JV partners constitutes compliance. Provided, partner submitting NFCC shall submit its AFS. Further,

The JVA/notarized document must state that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Sample form indicated in Section VIII of the bidding documents.

#### **Technical Documents**

- 1. Bid Security
- 2. Compliance with the Schedule of Delivery
- 3. Compliance with the Technical Specifications
- Omnibus Sworn Statement with Certificate of Authority of Signatory

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Documents that had to be notarized must be compliant with the Competent Evidence of Identity Rule.

SEC. 12. Competent Evidence of Identity. - The phrase "competent evidence of identity" refers to the identification of an individual based on:

- (a) at least one current identification document issued by an official agency bearing the photograph and signature of the individual; or
- (b) the oath or affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual, or of two credible witnesses neither of whom is privy to the instrument, document or transaction who each personally knows the individual and shows to the notary public documentary identification.

Note: Amended RULE II, SECTION 12(a) of 2004 Rules of Notarial Practice:

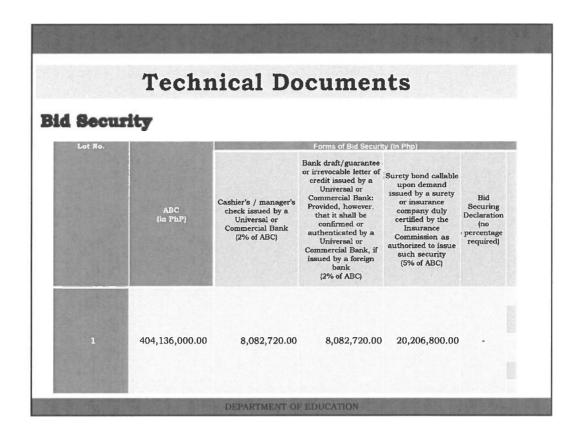
"Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

"(a) At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

ecurity	
Forms of Bid Security	Amount (not less than the required percentage of the ABC)
a) Cash or Cashier's/Manager's Check	
o) Bank draft/guarantee or rrevocable letter of credit	Two percent (2%)
) Surety bond	Five percent (5%)

A bid security is a guarantee that the successful bidder will:

- 1. Not default on its offer, and
- 2. Enter into contract with the Procuring Entity within ten (10) calendar days, or less as indicated in the ITB, from receipt of the Notice of Award, and furnish the performance security



Bid security in the form of cashier's/manager's check should be made payable to "DECS-OSEC Trust"

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The Bid Securing Declaration must be original and should follow the standard form and the required fields of information should be properly filled out, otherwise, it shall be a ground for disqualification of the bids.

# ITB Clause 12.1(b)(ii)

Technical Documents: Conformity with the Technical Specifications

To be submitted in the Eligibility and Technical Component Envelope.

Duly accomplished and signed Bidder's Statement of Compliance following the templates found in Section VII. Technical Specifications and Section VIII. Bidding Form, respectively. The statement of compliance to technical specifications must strictly observe the requirement on cross-referencing to appropriate evidence.

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# **Technical Documents**

## Omnibus Sworn Statement

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# ITB Clause 12.1(b)(iii)

For purposes of the Omnibus Sworn Statement, the statement pertaining to the authority of the signatory must be supported by the following documents:

For sole proprietorship, a duly notarized Special Power of Attorney;

For partnership, corporation, cooperative or joint venture, a duly notarized Secretary's Certificate issued by the entity or members of the joint venture.

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# PhilGEPS Certificate of Registration and Membership

2016 Revised IRR of RA 9184, all bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a) of the same IRR.

Deferment of Mandatory Submission of PhilGEPS Certificate of Registration and Membership (CIRCULAR 07-2017, 31 July 2017)

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To give ample time to all prospective bidders to register with PhilGEPS under the Platinum Membership category and provide a transitory period to all procuring entities, the Government Procurement Policy Board resolved to approved the delayed implementation of mandatory submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding.

#### **During bid opening bidders may submit:**

- 1. Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR;
- 2. PhilGEPS Certificate of Platinum Registration and Membership in lieu of their uploaded file of Class "A" Documents; or
- 3. a combination thereof.

Note: Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement

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#### Class "A" Eligibility Documents:

- a. Registration Certificate
- b. Mayor's Permit/Business Permit or its Equivalent Document
- c. Tax Clearance
- d. PCAB license and registration, if applicable
- e. Audited Financial Statements

#### ITB Clause 20.1

Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT", and the original of their financial component described in ITB Clause 13 in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT." In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component (hard and soft copy) of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids in accordance with BDS 20.2.

In the event of any discrepancy between the original and the copy, the original shall prevail.

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#### ITB Clause 20.2

The inner and outer envelopes of the Technical Component and the Financial Component of the bids shall be marked in accordance with ITB Clause 20.4

To facilitate the receipt and classification of bid envelopes, outer envelopes shall be color **RED**, inner envelope containing Technical Proposal shall be color **BLUE** and inner envelope containing Financial Proposal shall be color **GREEN**.

The following documents which are to be submitted as part of the bids must be produced in electronic forms recorded on three (3) CDs (both Word format and PDF(or read-only) format)

- 1. Statement of Compliance with Technical Specifications
- 2. Filled out Price Schedule
- 3. Filled out Net Financial Contracting Capacity (NFCC)

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#### No Contact Rule

Section 32.1 of the IRR of RA 9184

"Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing."

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#### ITB Clause 29.2

Within a non-extendible period of **five (5) calendar days** from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:

- A. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax / Business Tax Returns with copies of their respective Payment confirmation Forms for the immediately preceding calendar / tax year from the authorized agent bank;
- B. Other appropriate licenses and permits required by law or as may be prescribed by the BAC.

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- In addition to the above post-qualification documents, the bidder with the lowest calculated bid (LCB) is required to submit a sample of the item being offered with the following requirements:
  - Must be branded, brand new and genuine, and
  - Shall have the same specifications as indicated in the Bidder's Actual Offer (Technical Specification Section)

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#### ITB Clause 29.2

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 29.2.

**Failure of the samples** to meet DepEd specifications shall be a ground for disqualification of the bidder/s.

•	ITB	29.2	Documents
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- Name of Project: \_\_
- Bid Opening Date: \_\_
- Name of Bidder:

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#### ITB Clause 31

Determination of Award shall be as one lot.

#### ITB Clause 33.2

- The successful bidder shall furnish the performance security in any of the forms prescribed in ITB Clause 33.2 and amount not less than the required percentage of the contract price, and shall remain valid until thirty (30) days from issuance by the Procuring Entity of the Certificate of Final Acceptance and must be co-terminus with the Project.
- The performance security posted shall be turned-over to the DepEd Cash Division for custody.
- The Supplier shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by DepEd, which shall be valid until final acceptance of the Project.

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# • GCC Clause 10.3 Payment

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from submission of documents under this Contract shall be as follows:

#### **Progress Payment**

 Progress Payments of 15% above shall be paid to the Supplier from the total contract price per zone upon delivery and acceptance of the Goods at Project Site and upon submission of the documents (i) to (iii) specified in SCC for GCC Clause 6.2 and other documents required in government accounting and auditing rules and regulations.

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- Initial progress payment, a minimum of 25% of the Contract Price per lot or per item shall be paid to the Supplier upon a minimum of 25% of the requirement per lot or per item and duly accepted by the school's representative.
- **Final payment** shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.

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- Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to *five percent (5%)* of payment, or a special bank guarantee in the amount equal to at least *five percent (5%)* of the Contract Price required in Section 62 of RA 9184 and its IRR.
- The retention money or special bank guarantee shall be released only after the lapse of the Warranty in SCC Clause 17.3.

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#### · GCC Clause 17.3

#### Warranty

The Supplier shall be liable for manufacturing defects or patent and latent substandard quality of the items delivered three (3) months after acceptance by the Procuring Entity of the delivered Goods, whether or not the items have been used within that period.

However, for non-expendable supplies and equipment, the warranty period shall be one (1) year after acceptance by the Procuring Entity of the delivered Goods.

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# Section VI. Schedule of Requirements

# Delivery / Project Site(s):

Schools Division Offices Nationwide.

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Present page 110 of the bidding documents.

# Section VII. Technical Specifications

# Detailed Technical Specifications on Page 128 of the bidding documents

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See page 119 of the bidding documents.

# Deadline for Submission and Opening of Bids

November 18, 2019
10:00 A.M.
BCD Conference Room
3<sup>rd</sup> Floor, Bonifacio Bldg.

Deadline for Letters of Clarification:

November 8, 2019

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# Pre-Bid Conference

# FLOOR NOW OPEN FOR QUERIES

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