



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE
OD ☎ 8 633.7232 PPMD ☎ 8 636.6543 CMD ☎ 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(004)-BIV-CB-034
Project : Procurement of Oral Health Supplies
(package) for Health Clinics
ABC : PhP242,868,600.00
End-User : School Health Division (SHD)
Date & Time : November 4, 2019, 9:00 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): 1) Dr. Annaliza T. Araojo, Dr. Edwina J. Go and
Dr. Marjorie G. Pudín

Prospective Bidder(s): (see attached attendance Sheet)

1) Lea Victoria D. Manasan (Roshen Distributor); 2) Jay T. Guarín (SGS Healthcare
Co.); 3) Jing Villanueva and Ms. Rose Cruz (La Croesus Pharma Inc.); 4) Rowena A.
Gardon (PNB Educational Inc.); 5) Bambi Valdemoro (Zoseth Trading); 6) Jose Siy
(New Citizen's Dental Supply); 7) Ces Moghal and Jerwin Mejia (Surgicom Trading);
8) Rowena Nicolas and Mr. Alejandro Nicolas, Jr. (Beavans Dental Trading); 9)
Robert Abrenica and Ms. Fria Raccoma (3M Philippines); 10) Elon Culangen (Picazo
Law Firm/3M); 11) Peter Paul Ang, Peter T. Ng and Nathaniel Rucci (EEA
Enterprise); and 12) Diomar Escat (Colgate-Palmolive)

58 I. CALL TO ORDER

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

63

64 II. CERTIFICATION OF QUORUM

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

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71 III. HIGHLIGHTS OF DISCUSSION

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

74

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

84

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

88

<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>
Section III. BDS	Ms. Ces Moghal and Mr. Jose Siy 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	Mr. Alejandro Nicolas, Jr. queried in case of joint venture agreement, how many potential joint venture partners may decide to participate as a joint venture.	BAC IV Vice-Chairperson responded that in case of joint venture agreement, a minimum of two (2) potential joint venture partners may decide to	N

		participate as a joint venture.	
Section III. BDS, ITB Clause 20.1 and 20.2	Mr. Jerwin Mejia asked if the prospective bidders may submit a copy of each of the Technical Component and Financial Component (hard and soft copy-recorded 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
Section III. BDS, ITB Clause 20.2	Mr. Mejia and Ms. Mogul clarified on the sealing and marking of bids, if the prospective bidder bid for all the lots, are the original and copies of the Technical Component shall be enclosed preferably in a color blue envelope, and the original and copies of the Financial Component shall be separately enclosed in sealed preferably in color green envelope on per lot basis.	Engr. Luis G. Purisima, Jr. stated that on the sealing and marking of bids, if the prospective bidder bid for all the lots, the original and copies of the Technical Component shall be enclosed preferably in a color blue envelope, however, the Bid Securing Declaration shall be separately filed on a per lot basis. The original and copies of the Financial Component shall be separately enclosed in sealed preferably in color green envelope on a per lot basis.	Y

<p>Section III. BDS, ITB Clause 29.2</p>	<p>Prospective bidder clarified on the declaration of conformity with ISO 138485 or 17730.</p> <p>Mr. Nicolas asked if list of items with valid Certificate of Product Registration (CPR) issued by FDA of the Center for Device Regulation and Radiation Health and Research (CDRRHR) may be provided.</p>	<p>BAC replied that the declaration of conformity with ISO 138485 or 17730 subject for further discussion and finalization.</p> <p>BAC responded that list of items with valid Certificate of Product Registration (CPR) issued by FDA of the Center for Device Regulation and Radiation Health and Research (CDRRHR) may be provided subject for further discussion and finalization.</p>	<p>Y</p>
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<i>Schedule of Requirements</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
<p>Section VI. Contract Duration</p>	<p>Prospective bidders proposed the BAC to increase the contract duration to 120 calendar days for this project.</p>	<p>The BAC replied that the contract duration is ninety (90) calendar days for this project.</p>	<p>Y</p>


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91 The BAC IV Vice-Chairperson announced that having exhausted most of the
92 bidders' queries and issues, the prospective bidders may write a clarification
93 which may be sent via the BAC Secretariat e-mail address on or before
94 November 8, 2019, 5:00 P.M. Furthermore, the BAC IV Vice-Chairperson
95 stated the BAC will issue a Bid Bulletin if necessary on or before November
96 11, 2019, 5:00 P.M.
97

98 Having no other matters to discuss, the pre-bid conference was adjourned at
99 10:30 A.M.
100

101
102 Prepared by:

Reviewed by:

103
104 
105
106 **IVY E. ACEBO**

107 Senior Technical Assistant II
108 BAC Secretariat Division
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106 **LAURO L. ROBERTO, JR.**

107 Senior Technical Assistant I
108 BAC Secretariat Division
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110
111 **Minutes of Pre-Bid Conference**
112

113 Project No. : 2019-10-BLSS2(004)-BIV-CB-034
114 Project : Procurement of Oral Health Supplies
115 (package) for Health Clinics
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117 ABC : PhP242,868,600.00
118 End-User : School Health Division (SHD)
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120 Date & Time : November 4, 2019, 9:00 A.M.
121 Venue : BCD Conference Room, 3/F, Bonifacio Building, DepEd
122 Complex, Meralco Avenue, Pasig City
123
124
125

126 Concurred by:
127 BIDS AND AWARDS COMMITTEE IV
128

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130 
131 **ROGER B. MASAPOL**

132 Director IV and Vice-Chairperson
133

134
135
136 
137 **ELLA CECILIA G. NALIPONGUIT**

138 Director III and Regular Member
139

140
141 
142 **ENGR. LUIS G. PURISIMA, JR.**

Provisional Member



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

ATTENDANCE SHEET







◆ Pre-Procurement Conference ◆ Pre-Bid Conference ◆ Bid Opening ◆ Other BAC Meeting:
 Project(s) : Procurement of Oral Health Supplies (package) for Health Clinics

Date : November 4, 2019

Time : 9:00 A.M.

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

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

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)					
DR. EDWINA J. GO		DOH Calaburgon			
DR. ANNAUCA J. ARAGO		DepEd Calaburgon			
DR. MARJORIE G. PUDIN		SHD - BLESS			
V. End-User Representative(s)					
VI. Observer(s)					



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Bids and Awards Committee I II III IV V

ATTENDANCE SHEET FOR BIDDERS

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

Project(s) : **Procurement of Oral Health Supplies (package) for Health Clinics**

Date : **November 4, 2019**

Time: **9:00:00 A.M.**

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

PLEASE PRINT LEGIBLY.

No.	FULL Name of Company	Name of Representative	Contact No.	Signature	Bidder has purchased BDs	Date & Time of Submission of Bids (for BO only)
1	Roshem Distributor	lea victoria D. Manason	09276342524			
2	SLS Healthcare Co.	Jay T. Guat'in	09192726222			
3	La Croesus Pharma Inc Jing Villanueva	Jing Villanueva	0916-5466777			
4	PMB Educational Inc.	Rowena A. Gordon	09427432705			
5	Zosoth Trading	BAMBA VALENTINO	09155671005			
6	NEW CITIZEN'S DENTAL SUPPLY	JOSELY	09178129158			
7	Surqicom Trading Corp	Cecy Unguhal	09178444777			
8	SUR61com trading corp.	Jeswin mesa	09175000312			
9	BEAVERS DENTAL TRADING	ALEXANDRO S. NIQUERSON	0920 9471172			
10	3M Philippines, Inc.	Chel dela Cruz	09171481666			
11	3M Philippines Inc.	Fra Racoma	09175010205			
12	Picazo Law/3M	Elm Culangen	09989675977			
13	LA CROESUS PHARMA	POSE CRUZ	0917035			



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Bids and Awards Committee I II III IV V

ATTENDANCE SHEET FOR BIDDERS

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

Project(s) : **Procurement of Oral Health Supplies (package) for Health Clinics**

Date : **November 4, 2019** Time: **9:00:00 A.M.**

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

PLEASE PRINT LEGIBLY.

No.	FULL Name of Company	Name of Representative	Contact No.	Signature	Bidder has purchased BDs	Date & Time of Submission of Bids (for BO only)
14	EEA ENTERPRISE	PETER T. NG	0918-9084843			
15	EEA Enterprise	Nathaniel Ruess	0977 8241256			
16	EEA	Peter Ang	823 80 73			
17	DIOMAR ESCAT	COLGATE	09175962851			
18	Rowena Nicolas	Beavans Dental	09209622603			
19						
20						
21						
22						
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25						
26						

Welcome to the Pre-Bid Conference!



***Procurement of Oral Health
Supplies (package) for Health
Clinics***

**November 4, 2019, 9:00 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	Region	ABC (In Php)
1	NCR, CAR, REGION I, II, III, IV-A, IV-B & V	102,934,000.00
2	REGION VI, VII & VIII	67,185,300.00
3	REGION IX, X, XI, XII & CARAGA	72,749,300.00
	Total	242,868,600.00

DEPARTMENT OF EDUCATION

Project Information

Start of Issuance of Bidding Documents:

October 26, 2019

Cost of Bidding Documents:

Lot	Amount (In Php)
1	21,200.00
2	13,800.00
3	15,000.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

www.philgeps.gov.ph

www.deped.gov.ph

DEPARTMENT OF EDUCATION

6

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.

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	Foreign Entities
Single / Sole Proprietorships	Direct Participation
Partnerships	Joint Venture (40%)
Corporations	
Cooperatives	
Joint Ventures	
Government Corporate Entities	

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 /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

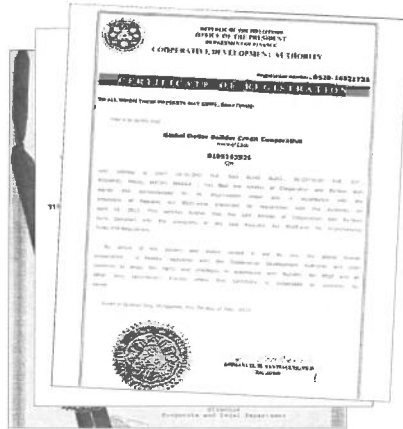
**Joint Venture Agreement or Notarized
statements from potential partners**

DEPARTMENT OF EDUCATION

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



DEPARTMENT OF EDUCATION

Legal Eligibility Documents

Mayor's / Business Permit


REPUBLIC OF THE PHILIPPINES
CITY OF MANILA
OFFICE OF THE MAYOR
BUREAU OF PERMITS
BUSINESS PERMIT
Tanap na Palat

B.P. NO. 0022197
 DATE: 11/11/11
 TYPE: REGULAR
 CLASS: REGULAR
 EXPIRES: 11/11/12

NAME: ALBERTO A. BAYAN
 AUTHORIZED SIGNATURE: [Signature]
 ADDRESS: 1001 V. DEL ROSARIO ST. BAYAN, BAYAN, CAVITE
 REGULATORY AGENCY: SAFETY

This document is valid only if the following conditions are met: 1. Payment of taxes, fees and other regulatory charges; 2. Compliance with all other pertinent laws, ordinances and special administrative regulations.

TYPE OF BUSINESS	PERMIT FEE	REMARKS
NEW TRADING AGENCY NEW TRADING AGENCY NEW TRADING AGENCY NEW TRADING AGENCY	1,000.00 1,000.00 1,000.00 1,000.00	COMPLIANCE ON REGULAR BUSINESS BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID
NEW TRADING AGENCY NEW TRADING AGENCY NEW TRADING AGENCY NEW TRADING AGENCY	1,000.00 1,000.00 1,000.00 1,000.00	COMPLIANCE ON REGULAR BUSINESS BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID BUSINESS ALIQUOTANCE PAID

FAILURES TO COMPLY WITH THE TERMS & CONDITIONS WRITTEN AT THE BACK HEREOF SHALL CAUSE THE
 IMMEDIATE REVOCATION OF THIS PERMIT.

SUBMITTED BY: ALBERTO A. BAYAN BY AUTHORITY OF THE OFFICE
 DATE: 11/11/11 CITY MANILA
 RECEIVED BY: [Signature]

No. BP - 0022197

DEPARTMENT OF EDUCATION

Technical Eligibility Documents

Statement of Single Largest Completed Contract

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed d. Contract Performance Certified by the End-user
			Description	%		
Government						
Private						

Note: The bidder shall be able to support this statement with:
 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)
 Submitted by: _____
 (Printed Name and Signature)
 Designation: _____
 Date: _____

DEPARTMENT OF EDUCATION

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.***

Bidder may use the same contract for all lots it intends to bid for, subject to SLCC requirements. This means a single contract amounting to 50%, will be treated independently per lot.

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:

- 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
- End-user's Acceptance in case of private contracts, ninety percent (90%) of which has been paid.

Technical Eligibility Documents

Statement of ongoing and awarded but not yet started contracts

Name of Contract	Owner's Name a.Address b.Telephone No.	Nature of Work	Bidder's Role		Date Awarded a.Date Started b.Date of Completion	% of Accomplishment		Value of Outstanding Work or Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" under the Column for Name of Contract (first column from left)

Submitted by: _____

(Printed Name and Signature)

Designation: _____

Date: _____

DEPARTMENT OF EDUCATION

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.

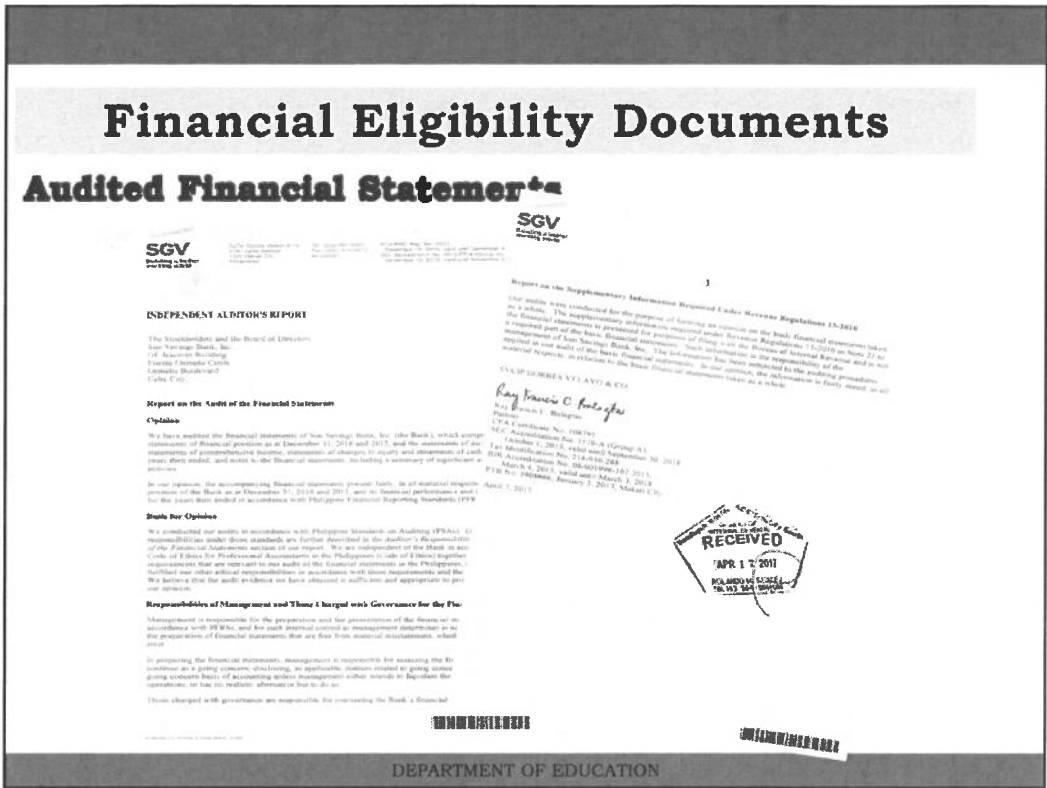
In case the bidder has no ongoing contract, the bidder shall submit a duly signed Statement of All Ongoing Government and Private Contracts form provided in Section VIII, Bidding Forms and indicate "No Ongoing Contract" or "None" or "Not Applicable (N/A)" in said form; otherwise, the bid shall be rejected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

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.



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

DEPARTMENT OF EDUCATION

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.

Class “B” Documents

Joint Venture Agreement

OR

Duly notarized statements from all the potential joint venture partners



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- (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
4. Omnibus Sworn Statement with Certificate of Authority of Signatory

DEPARTMENT OF EDUCATION

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;*

Technical Documents

Bid Security

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

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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

Technical Documents

Bid Security

Lot No.	ABC (in PhP)	Forms of Bid Security (in PhP)			
		Cashier's / manager's check issued by a Universal or Commercial Bank (2% of ABC)	Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of ABC)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of ABC)	Bid Securing Declaration (no percentage required)
1	102,934,000.00	2,058,680.00	2,058,680.00	5,146,700.00	-
2	67,185,300.00	1,343,706.00	1,343,706.00	3,359,265.00	-
3	72,749,300.00	1,454,986.00	1,454,986.00	3,637,465.00	-
Total	242,868,600.00	4,857,372.00	4,857,372.00	12,143,430.00	

DEPARTMENT OF EDUCATION

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

Technical Documents

Bid Security : Bid Securing Declaration

REPUBLIC OF
CITY OF

BID SECURITY
Tentative to B

To: *(Insert name)*

1. We, the undersigned, Bid Item No. _____ of year _____ under _____ I see here _____

(a) _____
(b) _____
(c) _____

2. I We, the undersigned, Bid Item No. _____ of year _____ under _____ I see here _____

(a) _____
(b) _____
(c) _____

3. I We, the undersigned, Bid Item No. _____ of year _____ under _____ I see here _____

(a) _____
(b) _____
(c) _____

1. Select one and fill in _____
2. Select two and fill in _____
3. Forward by the _____
4. Select one and fill in _____

IN WITNESS WHEREOF, I We have hereunto set my our hand & this _____ day of *(month)* *(year)* at *(place of execution)*

(Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE)
(Insert signature & legal capacity)
A Bidder

SUBSCRIBED AND SWORN to before me this _____ day of *(month)* *(year)* at *(place of execution)*, Philippines. A Bidder & is the person whose name to me and was there identical to me through comparison evidence of identity as declared in the 2004 Rules on Notarial Practice (A.M. No. 02-4-13-SC) A Bidder & is authorized to use his/her *(insert copy of government identification card and)*, with his/her photograph and signature appearing thereon, with no _____ and his/her Commission Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of *(month)* *(year)*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____
Roll of Attorneys No. _____
PTR No. _____ *(State at least 2 places where)*
LIC No. _____ *(Also license)* *(Place license)*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

DPPS Resolution No. 01-1912 dated 27 January 2012 page 2 of 8

DEPARTMENT OF EDUCATION

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.

Sec. III. Bid Data Sheet

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.

Technical Documents

Omnibus Sworn Statement

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___ 20___ at _____
Philippines

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me in the City/Municipality of _____ (indicate the Province in the case of the Municipality) _____ this ___ day of _____ (month & year) _____ by _____ (name of signatory) _____ who has satisfactorily proven to me his identity through his _____ (ID name and number) _____ valid until _____ (expiry date) _____ that he is the same person who personally signed before me the foregoing Affidavit and acknowledged that he executed the same

(Notary Public)

Unit _____
PTR No _____
Date _____
Place _____
TIN _____
IBP _____
Doc No _____
Page No _____
Book No _____
Series of 20___

Note
"Sec. 12. Competent Evidence of Identity" - The phrase "competent evidence of identity" refers to the identification of an individual based on:
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, agency citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/migrant 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.
The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.

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Sec. III. Bid Data Sheet

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.

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)

DEPARTMENT OF EDUCATION



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

DEPARTMENT OF EDUCATION

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

Sec. III. Bid Data Sheet

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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Sec. III. Bid Data Sheet

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)

Sec. III. Bid Data Sheet

ITB Clause 20.2

A bidder may bid on one or more lots. Submit only one (1) set of bid doc (1 original and 2 copies), provided the following is observed:

1. The NFCC requirement as clarified in BDS Clause 5.5 has been properly accomplished.
2. The Statement of Compliance with Technical Specifications clearly indicate the items and lots bid for.
3. The Price Schedule clearly indicate the items and lot bid for and their offered prices.

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.”

DEPARTMENT OF EDUCATION

Sec. III. Bid Data Sheet

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.

Sec. III. Bid Data Sheet

- In addition to the above post-qualification documents, the bidder with the lowest calculated bid (LCB) is required to submit a sample of the items 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)

Sec. III. Bid Data Sheet

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
- Name of Project: _____
- Bid Opening Date: _____
- Name of Bidder: _____

Sec. III. Bid Data Sheet

ITB Clause 31

Determination of Award shall be on a per lot basis.

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.

Section V. Special Conditions of Contract

- **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.

Section V. Special Conditions of Contract

- **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.

Section V. Special Conditions of Contract

- 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.

Section V. Special Conditions of Contract

- **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.

Section VI. Schedule of Requirements

Delivery / Project Site(s):

Central Elementary Schools
Clinic and DepEd Offices
(Central Office and Region
and Division).

Present page 115 of the bidding documents.

Section VII. Technical Specifications

**Please refer to
Detailed Technical
Specifications on Page 122
of the bidding documents**

Page 122 of the bidding documents.

Deadline for Submission and Opening of Bids

November 18, 2019

8:00 A.M.

**BCD Conference Room
3rd Floor, Bonifacio Bldg.**

Deadline for Letters of Clarification:

November 8, 2019

Pre-Bid Conference

**FLOOR NOW OPEN
FOR QUERIES**