



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee V

Minutes of Pre-Bid Conference

Project : **Procurement of Service-Creative Production of Brigada Ekwela (BE) Jingle, Audio/Video and Reproduction of Brigada Eskwela in DVD Format**

APP Code : **EPS-007**

ABC : **PhP1,500,000.00**

End-User : **External Partnership Service**

Date & Time : **November 26, 2019; 1:00P.M.**

Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City**

Present:

Bids and Awards Committee (BAC) V : Asec. Ramon Fiel G. Abcede, Chairperson; Dir. Samuel R. Soliven, Regular Member; and Dir. Milagros T. Talinio, Provisional Member

Procurement Management Service: Mr. James Ronald G. Ybiernas, Project Development Officer III; 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: Mary Ann Bruan (External Partnerships Service)

Prospective Bidder(s): Arch. Jonard Vital (Marcus Phoenix Media Productions Corp.)

I. CALL TO ORDER

Asec. Ramon Fiel G. Abcede, BAC V Chairperson, presided and called the pre-bid conference to order at 1:30 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 bidder.

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>Terms of Reference/ Schedule of Requirements</i>		
<i>Questions/ Queries/ Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
Is there an existing music video/jingle ready for production?	Yes. There is already a winner in the National Level Jingle-making Competition.	N
Where will be the location of the shoots?	The winning bidder will get to decide the location of the shoots.	N
Are there any special request for inclusion in the music video?	The winning bidder will provide artists to be featured in the video.	N
Who are the target market of the music video?	The music video will be played during the duration of Brigada Eskwela in all schools nationwide and will be published in the DepEd social media.	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>
SCC, GCC Clause 53.2	Can the payment be made in tranches?	The BAC V Chairperson instructed the prospective bidder to write a formal request for clarification on the payment terms including their proposed payment schedules.	Y

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The BAC V Chairperson announced that having exhausted the bidders' queries and issues, the prospective bidder may write a clarification which may be sent via BAC Secretariat e-mail address on or before November 28, 2019, 5:00 P.M. Furthermore, the BAC V Chairperson stated that the BAC will issue a Bid Bulletin on or before December 2, 2019.

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86 Having no other matters to discuss, the pre-bid conference was adjourned at
87 1:57 P.M.
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91 Prepared by:


Reviewed by:


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94 **PHOEBE ANN R. WAGAN**
95 Technical Assistant II
96 BAC Secretariat Division
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100 **MARILOU A. CAAGBAY**
101 Administrative Officer II
102 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


SAMUEL R. SOLIVEN
Education Program Supervisor
OIC, Office of the Director III for Bureau of Curriculum Development
Regular Member


MILAGROS T. TALINIO
Director IV for Project Management Service
Provisional Member

Minutes of Pre-Bid Conference

Project	:	Procurement of Service-Creative Production of Brigada Ekwela Jingle, Audio/Video and Reproduction of Brigada Ekwela in DVD Format
APP Code	:	EPS-007
ABC	:	PhP1,500,000.00
End-User	:	External Partnership Service
Date & Time	:	November 26, 2019; 1:00P.M.
Venue	:	Internal Audit Service Conference Room, Ground Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City



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Bids and Awards Committee V

ATTENDANCE SHEET

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

Project(s) : **Procurement of Service-Creative Production of Brigada Eskwela (BE) Jingle Audio/Video and Reproduction of BE Jingle in DVD Format**

Date : **November 26, 2019** Time **1:00 PM**

Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Bldg., 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	
Asoc. Ramon Fiel G. Abcede Finance-BPM		Reyremark B. Nagallo, TA II	
Vice-Chairperson		Lee Jeffrey Roedell C. Oliva, TA II	
Asoc. Alma Ruby C. Torio Curriculum and Instruction		Marianes M. Parcon, TA II	
Regular Member		Phoebe Ann R. Wagan, TA II	
Dir. Samuel R. Soliven Bureau of Curriculum Development		Homer A. Silva, AS I	
Provisional Members		Daniilo P. Catague, AS I	
Dir. Milagros T. Talinio Project Management Service		Rally M. Jandoc, AS I	
Dir. Edel B. Carag BLR-Manila		Adrian Paul D. Esplana, Driver II	
Dir. Jennifer E. Lopez BHROD		Roderin C. Balla, Messenger	
II. Office of the Asst. Sec. for Procurement and Administration		Arben Allan A. Gomez, Messenger	
Atty. Salvador C. Malana III, Assistant Secretary			
III. Procurement Management Service			
Joel S. Ereastain, Director IV Irbaybiernas / Irwacaban / Attendance (for all)			

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)					
V. End-User Representative(s)					
VI. Observer(s)					



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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-EPS(007)-BV-CB-017**

Procurement of Service-Creative Production of Brigada Eskwela (BE) Jingle Audio/Video and

Project(s) : **Reproduction of BE Jingle in DVD Format**

End-User : **External Partnerships Service**

Date : **November 26, 2019**

Time: **1:00 P.M.**

Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City**

PLEASE PRINT LEGIBLY.

No.	FULL Name of Company	Name of Representative	Contact No.	Signature
1	MARCUS PHOENIX MEDIA PC. ARCH.	JONARD VITAL	88660917	
2	_____	NOTHING FOLLOWS	_____	_____
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