



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee III

Minutes of Pre-Bid Conference

Project : **Braille Material (for Embossing)**
Project no. : **2019-11-BLR2(013)-BIII-CB-042**
ABC : **PhP1,230,062.18**
End-User : **Bureau of Learning Resources – Learning Resources
Production Division**
Date & Time : **November 29, 2019; 12:30 P.M.**
Venue : **Internal Audit Service Conference Room, Ground Floor,
Mabini Building, DepEd Complex, Pasig City**

Present:

Bids and Awards Committee (BAC) III : Usec. Tonisito M.C. Umali, Esq.,
Chairperson; Asec. G.H. S. Ambat, Vice-Chairperson; Dir. Jocelyn DR. Andaya,
Regular Member; and Dir. Leila P. Areola, Provisional Member

Procurement Management Service: Mr. Marlgín de Jack S. Salayon, Administrative
Assistant III; Ms. Paula Janine L. Manuel, Technical Assistant II; Mr. Reymark B.
Nagallo, Technical Assistant II; and Mr. Rally M. Jandoc, Administrative Support I

Technical Working Group: Ms. Mildiadema Lustria (BLR-LRPD)

Prospective Bidder(s): Ms. Ma. Rowena Tuiza (Forms International Enterprises
Corporation)

I. CALL TO ORDER

Usec. Tonisito M.C. Umali, Esq., BAC III Chairperson, presided and called
the pre-bid conference to order at 12:30 P.M. The BAC Secretariat
documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC III 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 the prospective bidder.

59 III. HIGHLIGHTS OF DISCUSSION

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

The BAC III Chairperson gave a brief description of the project and asked the prospective bidder to introduce herself and the company she represents. The BAC Chairperson then discussed, clarified and explained the eligibility requirements and the technical and financial components of the contract to be bid. Moreover, the BAC III Chairperson announced that the floor was open to queries, information, proposal or other concerns coming from the prospective bidder on the assumption that the prospective bidder 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 moderate the discussion.

The BAC Secretariat proceed 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. Bid Data Sheet

<i>Bid Data Sheet</i>		
<i>ITB Clause</i>	<i>Recommendation</i>	<i>For Bid Bulletin (Y/N)</i>
<p>5.4 - Prospective bidder 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 and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least fifty percent (50%) of the ABC of the lot bid for; OR have completed, within a period of five (5) years immediately preceding the deadline for submission of bids, 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 of the lot bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lot to be bid. The contracts may come from different agencies/companies.</p> <p>For this purpose, similar contracts shall refer to:</p> <p>“Supply and Delivery of Braille Production Format”</p> <p>Bidder may use the same contract/s for all lots it intends to bid for, subject to SLCC requirements. This means a single contract amounting to 50% or aggregate contracts amounting to 50%, will be treated independently per lot.</p>	<p>5.4 - Prospective bidder should have completed, within a period of ten (10) 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, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least twenty-five percent (25%) of the ABC of the lot bid for; OR have completed, within a period of ten (10) years immediately preceding the deadline for submission of bids, 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 of the lot bid for; and the largest of these similar contracts must be equivalent to at least twelve and a half percent (12.5%) of the ABC of the lot to be bid. The contracts may come from different agencies/companies</p> <p>For this purpose, similar contracts shall refer to:</p> <p>“Supply and Delivery of Braille Production Format”</p> <p>Bidder may use the same contract/s for all lots it intends to bid for, subject to SLCC requirements. This means a single contract amounting to 25% or aggregate contracts amounting to 25%, will be treated independently per lot.</p>	<p>Yes</p>

<p>20.2 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)</p>	<p><i>The bidder shall also submit a duly accomplished soft copy (in PDF format, either in a CD or Flash Drive) of all stated forms in the Bidding Documents for both Technical and Financial Components.</i></p>	<p>Yes</p>
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II. Technical Specification

<i>Technical Specifications</i>		
<i>Questions/Queries/Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
<p>In Lot no. 1, what is the difference between item no. 1 and item no. 2?</p>	<p>Item no. 1 is 19-hole pre-punched format with Tractor Feed edges and the item no. 2 is 19-hole pre-punched format only.</p>	<p>N</p>
<p>Is there any actual sample of Item no. 1 and Item no. 2</p>	<p>Upon request of the prospective bidder</p>	<p>N</p>

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The BAC III Chairperson announced that having exhausted most of the bidder's queries and issues, the prospective bidders may write a clarification which may be sent via BAC Secretariat e-mail address on or before December 2, 2019, 5:00 P.M. Furthermore, the BAC III Chairperson stated the BAC will Issue a Bid Bulletin if necessary on or before December 4, 2019.

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Having no other matters to discuss, the pre-bid conference was adjourned at 1:10 P.M.

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Prepared by:

Reviewed by:

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Concurred by:
BIDS AND AWARDS COMMITTEE V

(SGD)
TONISITO M.C. UMALI, Esq.
Undersecretary and Chairperson

(SGD)
G.H. S. AMBAT
Assistant Secretary and Vice-Chairperson

(SGD)
JOCELYN DR. ANDAYA
Director IV and Regular Member

(SGD)
LEILA P. AREOLA
Director IV and Provisional Member

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