



Republic of the Philippines  
Department of Education



**PROCUREMENT MANAGEMENT SERVICE**

OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762

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

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

**Bids and Awards Committee V**

**Minutes of Pre-Bid Conference**

Project : **Supply and Delivery of Customized Items (Seminar Bags)**  
APP Code : **Adms2-035**  
ABC : **PhP5,516,100.00**  
End-User : **Administrative Service – Asset Management Division**  
Date & Time : **November 26, 2019; 11:00A.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

End-User: Ms. Carmina Y. Nario (AS-Asset Management Division)

Prospective Bidder(s): 1. Herbert D. Bacaro (Blue Sky Trading Co., Inc.); 2. Harold  
E. Estipona (Christanelie Int'l., Inc.); 3. Reynald Tinguban (Knit & Tuck  
Merchandising); 4. Shiela Alvarez (Blooming Ventures, Inc.); 5. Rejean Barredo  
(DVK Philippines Enterprises); and 6. Christina Bautista (Bihis Cruz Inc.)

I. CALL TO ORDER

Asec. Ramon Fiel G. Abcede, BAC V 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 V 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, and prospective bidders.

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III. HIGHLIGHTS OF DISCUSSION

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

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

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

<i>Technical Specifications/Schedule of Requirements</i>		
<i>Questions/Queries/Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
Aside from the sample pictures in the Technical Specifications, do you have the actual design of the bag?	None. An actual sample of the seminar bags will be required after determination of award; subject for approval of the End-User prior to mass production.	Y
Since seminar bags are non-expendable supplies, how much SLCC will be required.	Prospective bidder's single completed contract within the last five (5) years similar to the contract to be bid, the value of which must be at least 50% for non-expendable supplies	N
Can the contract duration be extended to 60 calendar days?	The EU will review if the contract duration can be extended.	Maybe

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<i>Instructions to Bidders/Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
BDS, ITB Clause 12.1a(ii)	Is there a need to attach supporting documents to the Statement of all its ongoing government and private contracts, including contracts awarded but not yet started?	Yes. It is required to attach supporting documents for purposes of evaluation.	N


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The BAC Chairperson also mentioned that a clarification on the size of the strap and the quality of the zipper will be included in the Bid Bulletin.


84 The BAC V Chairperson announced that having exhausted the bidders'  
85 queries and issues, the prospective bidders may write a clarification which  
86 may be sent via BAC Secretariat e-mail address on or before November 28,  
87 2019, 5:00 P.M. Furthermore, the BAC V Chairperson stated that the BAC  
88 will issue a Bid Bulletin on or before December 2, 2019.  
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90 Having no other matters to discuss, the pre-bid conference was adjourned at  
91 1:14 P.M.  
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95 Prepared by:


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98 **PHOEBE ANN R. WAGAN**  
99 Technical Assistant II  
100 BAC Secretariat Division  
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Reviewed by:


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105 **MARILOU A. CAAGBAY**  
106 Administrative Officer II  
107 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

130 Project : **Supply and Delivery of Customized Items (Seminar Bags)**  
131 APP Code : **AdmS2-035**  
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133 ABC : **PhP5,516,100.00**  
134 End-User : **Administrative Service - Asset Management Division**  
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136 Date & Time : **November 26, 2019; 11:00A.M.**  
137 Venue : **Internal Audit Service Conference Room, Ground Floor,**  
138 **Mabini Building, DepEd Complex, Meralco Ave., Pasig City**  
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**PROCUREMENT MANAGEMENT SERVICE**

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines  
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 Telefax: 633.93.43 / 636.65.42

**Bids and Awards Committee V**

**ATTENDANCE SHEET**

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

Project(s) : **Supply and Delivery of Customized Items (Seminar Bags)**

Date : **November 26, 2019** Time **3:00 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	
Asec. Ramon Fiel G. Abcede Finance-BPM		Reymark B. Nagallo, TA II	
Vice-Chairperson		Lee Jeffrey Roedell C. Oliva, TA II	
Asec. 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 II	
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 BHRD		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 irgbiemas /irwacan / Attendance (for all)			

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

*CAVIN X-NTAS / AMD*





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Direct Line / Telefax: 633.93.43 / 636.65.42

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

◇ Pre-Procurement

◆ Pre-Bid Conference

◇ Bid Opening

◇ Other BAC Meeting

Project No. : **2019-11-ADMS2(035)-BV-CB-040**

Project(s) : **Supply and Delivery of Customized Items (Seminar Bags)**

End-User : **Administrative Service-Asset Management Division**

Date : **November 26, 2019**

Time: **11:00 AM**

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	BLUE SKY TRADING CO., INC.	HERBERT P. BACARO	09178437244	
2	CRISTINA CRUZ INT'L INC.	HAROLD E. ZITPOND	09154473259	
3	KNT 9 ROK MERCHANDISING	REYNALD TINGUBAN	34558305	
4	Blooming Ventures Inc.	Shida Alvarez	09064350942	
5	DVK Philippines Enterprises	Rejean Barredo	(02)2736-6199	
6	Bihis Cruz Inc.	Cristina Baufer	09088845692	
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