



Republic of the Philippines  
Department of Education



**PROCUREMENT MANAGEMENT SERVICE**

OD ☎ 8633.7232 PPMD ☎ 8636.6543 CMD ☎ 8635.3762

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(revised 040519; prepared by conicolas)

DEPARTMENT OF EDUCATION  
LEGAL AFFAIRS  
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From: NICA

**Bids and Awards Committee**

**Minutes of Pre-Bid Conference**

Project No. : **2019-12-BLR4(002)-BI-CB-045**  
Project : **Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance for 4,282 Technical-Vocational-Livelihood (TVL) Packages of 2,365 TVL Senior High Schools (Information Technology Devices and Accessories)**

ABC : **PhP512,986,855.02**  
End-User : **Bureau of Learning Resources – Cebu**

Date & Time : **January 6, 2020; 1:00 P.M**  
Venue : **BCD Conference Room, 3<sup>rd</sup> Floor, Bonifacio Building, DepEd Complex, Pasig City**

**Present:**

Bids and Awards Committee (BAC) I: Dir. Rhoan G.L. Orebia, Vice-Chairperson; Dir. Rizalino Jose T. Rosales, Regular Member; Dir. Raul C. La Rosa, and Supt. Diosdado S. Medina, Provisional Member

Procurement Management Service: Ms. Christa O. Nicolas, Senior Technical Assistant II; Mr. Reymark B. Nagallo, Technical Assistant II; Ms. Marianes M. Parcon, Technical Assistant II; Mr. Homer A. Silva, Administrative Support I; and Mr. Arben A. Gomez, Messenger (BAC Secretariat Division)

End-User Representative(s): Mr. Ralph H. Neri, Mr. Gabriel Melchor J. Perez, Mr. Jaymar N. Arioja (BLR-Cebu)

Prospective Bidder(s): Mr. Jonathan Zulueta, Ms. Anna Serrano, Ms. Shenna Abinuman (Nikka Trading); Ms. Rona Bugarisan, Rey Fulgar (Reddot); Mr. Alfie A. Pinos (Metro Mobilia); Mr. Marlon Federigan (Kosmos Technomobile); Ms. Rosemarie Dela Cruz (ACMI Office Systems); Mr. Erwin Cornejo (Advance Solutions Inc.); Ms. Lourdes Caldeo (V.G. Roxas Co. Inc.); Ms. Gloria Rojas (Surgicon); Mr. Brian Bonita (Pantronics International)

**I. CALL TO ORDER**

Dir. Rhoan G.L. Orebia, BAC I Vice-Chairperson, presided and called the pre-bid conference to order at 2:00 P.M. The BAC Secretariat documented the minutes of meeting.

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II. CERTIFICATION OF QUORUM

The BAC I Vice-Chairperson certified that the quorum of the BAC was present to transact business. She acknowledged the presence of the BAC members, BAC Secretariat, end-user representatives, and prospective bidders.

III. HIGHLIGHTS OF DISCUSSION

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

The BAC I Vice-Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. The BAC I Vice-Chairperson then discussed, clarified and explained the eligibility requirements and the technical and financial components of the contract to be bid. Moreover, the BAC I Vice-Chairperson announced that the floor was open to queries, information, proposal or other concerns coming from the prospective bidders 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 moderated the discussion.

Ms. Christa Nicolas, 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>Questions/ Queries/ Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
Mr. Erwin Cornejo from Advance Solutions Inc. clarified the date of the submission of samples?  If the BAC Secretariat will issue a Bid Bulletin?	The BAC I Vice-Chairperson answered that the samples will be submitted during the Post-qualification Stage. Once we determined the bidder having the Lowest Calculated Bid (LCB), a notice will be issued indicating the date and venue of the submission and evaluation of samples.  Yes, the BAC will issue a Bid Bulletin.	Y
Mr. Jonathan Zulueta from Nikka Trading clarified in case of similar contracts, is portable computer/tablet acceptable?	The BAC noted the clarification and this will be further clarified in a Bid Bulletin.	Y

<p>Ms. Lourdes Caldeo from V.G. Roxas Company asked since a lot is composed of 3 items, can they bid for only one item in a lot?</p>	<p>The BAC answered that the lot was clustered geographically and each lot is comprised of three items: lapel speaker, smart tv and laptop. Thus, a bidder must bid for the three items in a lot.</p>	<p>N</p>
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When no other questions or concerns were raised, the BAC I Vice-Chairperson reminded the prospective bidders that written clarifications may still be raised by sending them through the BAC Secretariat email address ([depcentral.bacsecretariat@deped.gov.ph](mailto:depcentral.bacsecretariat@deped.gov.ph)) on or before January 8, 2020, 5:00 P.M. Furthermore, the BAC I Vice-Chairperson stated the BAC will issue a Bid Bulletin 7 days before the scheduled Bid Opening.

Having no other matters to discuss, the pre-bid conference was adjourned at 2:46 P.M.

Prepared by:


  
**REYMARK B. NAGALLO**  
Technical Assistant II  
BAC Secretariat Division

Reviewed by:

  
**CHRISTA O. NICOLAS**  
Senior Technical Assistant II  
BAC Secretariat Division

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Concurred by:  
BIDS AND AWARDS COMMITTEE I

  
**RHOAN G.L. OREBIAS**  
OIC, Director IV and Vice-Chairperson

  
**RIZALINO JOSE T. ROSALES**  
Director IV and Regular Member

  
**DIOSDADO S. MEDINA**  
Superintendent and Provisional Member

  
**RAUL C. LA ROSA**  
Director III and Provisional Member

**Minutes of Pre-Bid Conference**

Project : **Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training, and Maintenance for 4,282 Technical-Vocational-Livelihood (TVL) Packages of 2,365 TVL Senior High Schools (Information Technology Devices and Accessories)**

Project no. : **2019-12-BLR4(002)-BI-CB-045**

ABC : **PhP512,986,855.02**

End-User : **Bureau of Learning Resources – Cebu**

Date & Time : **January 6, 2020; 1:00 P.M**

Venue : **BCD Conference Room, 3<sup>rd</sup> Floor, Bonifacio Building, DepEd Complex, Pasig City**



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.bacssecretariat@deped.gov.ph](mailto:depedcentral.bacssecretariat@deped.gov.ph)

Telefax: 633.93.43 / 636.65.42

**Bids and Awards Committee I**

**ATTENDANCE SHEET**

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

s) : Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training and Maintenance for 4282 Technical-Vocational-Livelihood





(TVL) Programs of 2365 TVL Senior High Schools ( Information Technology Devices and Accessories)

: January 06, 2020

Time 1:00 PM

: BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
<b>Officials</b>					
Chairperson		James Ronald G. Ybiernas, PDO III		Paula Janine L. Manuel, TA II	
Main Del B. Pascua		Jose Antonio G. Flores, AO IV		Phoebe Ann R. Wagan, TA II	
Chairperson		Jessa B. Buela, AO II		John Raymar C. Cheng, TA I	
Joan G.L. Orebia		Marilou A. Caagbay, AO II		Andrew M. Felipe, AS II	
Member		Raquel S. Familiara, AA III		Reymark B. Nagallo, AS II	
Malino Jose T. Rosales		Marlgin de Jack S. Salayon, AA III		Lee Jeffrey Roedell C. Oliva, AS II	
Member		Ivy E. Acebo, STA II		Marianes M. Parcon, AS II	
Member		Lady Love S. Arenas, STA II		Homer A. Silva, AS II	
Member		Joyce Anne C. Morales, STA II		Danilo P. Catague, Driver II	
Member		Christa O. Nicolas, STA II		Adrian Paul D. Esplana, Messenger	
Member		Lauro L. Roberto, Jr., STA I		Arben A. Gomez, Messenger	
Member		Jay Valerie A. Baladiang, TA II			
Procurement Management Service					
Erestain, Director IV					

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
Chemical Working Group (TWG)					
<b>-User Representative(s)</b>					
PH H. NERI / BLR-Cebu					
EL MELCHOR J. PEREZ / BLR-Cebu					
MARK N. KRIOJA					
<b>server(s)</b>					
deite Conalles					



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Telefax: 633.93.43 / 636.65.43

**Bids and Awards Committee I**

**ATTENDANCE SHEET FOR BIDDERS**

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

Project(s) : **Supply, Delivery, Installation, Configuration, Testing, Commissioning, Training and Maintenance for 4,282 Technical-Vocational-Livelihood (TVL) Programs of 2365 TVL Senior High Schools (Information Technology Devices and Accessories)**

Date : **January 06, 2020**      Time: **1:00 PM**

Venue : **BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City**

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	Mikla Trading	Ms. donethan	8402790			
2		Ms. Anna Serrano				
3		MS. SHEHNA ABILMUNAN		<i>[Signature]</i>		
4	Madat	Rona Bugawan	7747709	<i>[Signature]</i>		
5		Reg Fulgar		<i>[Signature]</i>		
6	Metro Mobilia	Alfre A. Pinos	8821-7261	<i>[Signature]</i>		
7	Kosmos Technomobik	Marlon Pedregon	0997753570	<i>[Signature]</i>		
8	ACM OFFICE SYSTEMS	MARKARIE DEVA CUA	0946274493	<i>[Signature]</i>		
9	Advance Solutions Inc	Erwin Cornejo	0917512447	<i>[Signature]</i>		
10	V.G. MYA & CO INC	Ardo Cht	09470864365	<i>[Signature]</i>		
11	Surgicon	Gloria Rojas	09267201090	<i>[Signature]</i>		
12	Pantronic International	Brian Bonita	09213332407	<i>[Signature]</i>		
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Room 526, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines

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Telefax: 633.93.43 / 636.65.43

**ATTENDANCE SHEET**

Subject(s) : \_\_\_\_\_

Date : **January 06, 2020**

Venue : **BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue,  
Pasig City**

**PLEASE PRINT LEGIBLY**

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- **Usec. Alain Del B. Pascua**  
*Chairperson*
- **Dir. Rhoan G.L. Orebia**  
*Vice-Chairperson*
- **Dir. Rizalino Jose T. Rosales**  
*Regular Member*
- **Dir. Raul C. La Rosa**
- **Supt. Diosdado S. Medina**  
*Provisional Members*

- **Commission on Audit (COA)**
  - **NAMFREL**
- **Transparency International Phils.**
  - **ANSA-EAP Foundation, Inc.**
  - **Phil. Chamber of Commerce & Industry**

*Civil Society Organizations*

End-User / PMO: **Bureau of Learning Resources-Cebu**

Source of Funds: **2019 General Appropriations Act**

**Date of Posting of Invitation to Bid:**

**December 29, 2020**

*(PhilGEPS, DepEd Website and DepEd Bulletin Board)*

**Start of Issuance of Bidding Documents:**

December 29, 2019

**Cost of Bidding Documents:**

Lot No.	Cost of Bidding Documents (Php)
1	40,000
2	20,000
3	15,000
All Lots	75,000

**Bidding Documents may be downloaded at:**  
**[www.philgeps.gov.ph](http://www.philgeps.gov.ph)**

**No. of Prospective Bidders that  
purchased the Bidding Documents  
As of January 6, 2020: 0**

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

**Approved Budget for the Contract:**

**Php 512,986,855.02**

**Contract Duration:**

Within Two Hundred Ten (210) days upon receipt of  
Notice to Proceed

**The items and references are:**

Lot No.	Description	Item	ABC (in Php)
1	Information Technology Devices and Accessories (Luzon)	1. Lapel Speaker 2. Smart TV 3. Laptop	272,849,811.70
2	Information Technology Devices and Accessories (Visayas)	1. Lapel Speaker 2. Smart TV 3. Laptop	138,613,019.49
3	Information Technology Devices and Accessories (Mindanao)	1. Lapel Speaker 2. Smart TV 3. Laptop	101,524,023.83
<b>Grand Total</b>			<b>512,986,855.02</b>

**BDS, ITB Clause 5.4**

**Eligible Bidders, Similar Contract**

Prospective bidders should have completed, within ten (10) years immediately preceding the deadline for the 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;

**BDS, ITB Clause 5.4**

**Eligible Bidders, Similar Contract**

OR, at least two (2) similar contracts and the total of the aggregate contract amount should be equivalent to at least fifty percent (50%) of the ABC of the lot bid for, and the largest of these said contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lot/s to be bid. The contracts may come from different agencies/companies.

For this purpose, similar contracts shall refer to ***Supply, Delivery, Installation of Computer Hardware, Software, Accessories and/or IT-related Equipment with Network Installation.***

## **BDS, ITB Clauses 6.2(d) and 10.2**

Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and the procuring entity's website ([www.deped.gov.ph](http://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.

## **BDS, ITB Clause 12.1**

For purposes of determining the eligibility of bidders using the criteria stated in Section 23.4 of the IRR, only the following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:

### **A. Class "A" Documents**

#### **Legal Documents**

- i) Registration certificate from SEC, Department of Trade and Industry (DTI) for the sole proprietorships, or CDA for cooperatives.

### **BDS, ITB Clause 12.1 (Cont.)**

- ii) Mayor's/Business Permit issued by the city or municipality where the principal place of business of prospective bidder is located, or the equivalent documents for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR.

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

### **BDS, ITB Clause 12.1 (Cont.)**

#### **Technical Documents**

- iv) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

- v) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the IRR, within the relevant period as provided in the Bidding Documents in the case of Goods. All of the above statements shall include all information required in this PBDs prescribed by the GPPB.

## **BDS, ITB Clause 12.1 (Cont.)**

### **Financial Documents**

- vi) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped —receivedll by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier that two (2) years from the date of bid submission.
- vii) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). However, the bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation.

Original copies of Class "A" Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor's permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification or upon demand by the BAC or its authorized representatives.

## **BDS, ITB Clause 12.1 (Cont.)**

### **B. Class "B" Documents**

In the case of joint venture, bidders shall submit a valid joint venture agreement (JVA) in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of 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. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided that the statement of all ongoing contract and the Audited Financial Statement to be considered by the BAC shall be that of the partner whose NFCC was submitted.

### **BDS, ITB Clause 12.1 (Cont.)**

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.

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

### **BDS, ITB Clause 12.1(a)**

Bidders shall be guided by the provisions of GPPB Resolutions no. 26-2017, which states, as follows:

- "4.0 Deferment of Mandatory Submission of PhilGEPS Certificate of Registration and Membership
- "4.1 To provide prospective bidders with additional time to register with PhilGEPS under the Platinum Membership category and to synchronize with the PhilGEPS Modernization, the Government Procurement Policy Board resolved to approved, by referendum, the deferment of the implementation of mandatory submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding under Section 8.5.2 of the 2016 Revised IRR of RA 9184, thus:

### **BDS, ITB Clause 12.1(a)**

"4.1.1 For all procurement projects advertised and/or posted after the effectivity of this Circular, bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirements to be submitted in accordance with Section 34.2 of 2016 Revised IRR of RA 9184;"

### **BDS, ITB Clause 12.1(b)(ii)**

#### **Technical Documents: Conformity with the Technical Specifications**

To be submitted in the Eligibility and Technical Component Envelope

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

**BDS, ITB Clause 12.1(b)(ii)**

**Technical Documents: Conformity with the Technical Specifications**

2. The bidder must attach to the schedule of Requirements a production (supply), distribution, installation, commissioning, and testing schedule or chart, particularly showing the timelines and the quantities of each item to be supplied, distributed, installed and commissioned.

**BDS, 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.

**BDS, ITB Clause 15.1**

Bid prices shall be written in two (2) decimal places only. Bid prices that are written in more than two (2) decimal places shall be rounded off.

Results of Bid Evaluation that will exceed the ABC shall be a ground for rejection of the bids.

**BDS, ITB Clause 18.1**

**Bid Security:**

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

*\* as indicated in Annex "A" of this bidding document*

## **BDS, 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.

The Technical Component shall contain the Eligibility Documents described in ITB 12.

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

## **BDS, 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) USB drives (in both WORD format and PDF (or read-only) format):

- Statement of Compliance with Technical Specifications;
- Filled out Price Schedule
- Filled out Bid Form

### **BDS, ITB Clause 20.2 (Cont.)**

In case of discrepancy in the substance and content between the printed copies and the USBs, the printed copies shall prevail. Submission of blank USBs will not be a ground for disqualification, but the bidder shall be required to submit during post-qualification.

Post qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post qualification documents during bid submission.

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 are observed:

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

### **BDS, 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 documentary requirements:

- a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and 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.

**BDS, ITB Clause 29.2 (Cont.)**

The following documents shall also be submitted:

Sworn undertaking or a comprehensive after-sales program executed and duly signed by the bidder:

- to ensure that services for equipment repair, maintenance and other after-sales support shall be made sufficiently available on call not only for the duration of the warranty period but also **one (1) year thereafter;**
- as to the availability of spare parts of the supplied equipment, of the same or better quality, not only for the duration of the warranty period but also **two (2) years thereafter;** and
- the establishment of service centers in the relevant areas of delivery or **availability of manufacturer's nationwide onsite support.**

**BDS, ITB Clause 29.2 (Cont.)**

In addition to the documentary requirements to be submitted during post-qualification as provided under ITB Clause 29.2 (a) to (c), **the bidder/s having the Lowest Calculated Bid/s shall submit sample item(s)/unit(s) for all the items within the lot/s being bid for based on the technical specifications as indicated in Section VII. Technical Specifications.** Bidder may provide better or superior quality samples.

**BDS, ITB Clause 29.2 (Cont.)**

These samples shall be subjected to **evaluation during post-qualification to determine compliance of the said bidder/s with DepEd Technical Specifications requirements.**

**Submission and Replacement of Samples:**

Bidders whose samples failed the technical specifications shall be given three (3) days upon receipt of the notice from the BAC to replace their failed samples.

Replacement of samples may be allowed only once. The failure of the replacement sample to comply with the technical specification shall be a ground for disqualification.

**BDS, ITB Clause 29.2 (Cont.)**

**Testing Procedures:**

- 1) During set-up, maximum of four (4) bidder's representatives per LCB shall be allowed to set-up the items/demo units for evaluation.
- 2) During the testing period, only the authorized representative of the bidder having the lowest calculated bid/s shall conduct the testing under the direction of the BAC and TWG. He/She shall be assigned in the area specifically designated for the bidder.
- 3) Bidders are allowed to bring and simultaneously set up two (2) sets of samples. Bidders need only to pass the test for one (1) sample. If both samples fail then the testing fails.
- 4) The tests will be conducted, by item and by set up.

**BDS, ITB Clause 29.2 (Cont.)**

**Testing Procedures:**

- 5) During the testing, LCB Bidders are allowed to observe but not beyond the designated area. Only two (2) authorized representatives per bidder are allowed.
- 6) For transparency purposes, a live broadcast may be conducted provided that the feature on writing comments is disabled in the case of online streaming.
- 7) The bidder is allowed to set up their own video coverage at their own cost and the person who will set up must be authorized.
- 8) For evidentiary purposes, the video of the DepEd shall prevail.

**BDS, ITB Clause 29.2 (Cont.)**

**Testing Procedures:**

- 9) The testing will be held within DepEd at a venue still to be determined.
- 10) The testing must be conducted on a fixed schedule.
- 11) If a bidder bids for and wins several lots, it shall be tested for one set up. If the test fails, then it fails in all lots.
- 12) At least one BAC member must be present during the testing.
- 13) Only TWG and BAC members present are authorized to conduct the testing.

### **GCC, SCC Clause 10.3**

- **Schedule of Payment:**

Progress Payments - Supplier may submit a request for payment based on the monthly Progress Reports. The Progress Reports shall be attached to the progress billing and should include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and acceptance reports, including certification by supplier, as approved by duly authorized DepEd representative, that the items have been delivered on/or properly installed and commissioned in accordance with the contract.

### **GCC, SCC Clause 10.3 (Cont.)**

(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (BLR-Cebu and the Contract Management Division of the Procurement Management Service, Central Office).

- Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to 3% of every progress payment, or a special bank guarantee in the amount equal to at least 3% of the Contract Price as required under Section 62 of RA 9184 and its IRR.

### **GCC, SCC Clause 10.3 (Cont.)**

- The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the Project Site and upon submission of documents under this contract shall be as follows:
- For the initial progress payment, a minimum of 25% of the Contract Price per lot shall be paid to the Supplier upon a minimum of 25% of the requirement per lot and duly accepted by the school's representative.

### **GCC, SCC Clause 10.3 (Cont.)**

- 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.
- Payment shall be made within sixty (60) calendar days after the date of acceptance of the goods at the Project Site and upon submission of the documents (i) to (viii) specified in SCC Clause 6.2 and other documents required in accounting and auditing rules and regulations.
- The retention money or special bank guarantee shall be released only at the lapse of the warranty in SCC Clause 17.3.

### **GCC, SCC Clause 17.3**

#### **Warranty**

A **three (3)-year** comprehensive and onsite warranty for the whole IT Equipment package including networking peripherals and for operation and maintenance of all licensed software products items will be applied **except Lapel Speaker**. The 3-year period shall reckon from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered goods have been duly inspected and accepted (i.e. final acceptance).

### **GCC, SCC Clause 17.3 (Cont.)**

#### **Warranty**

- The obligation for the warranty shall be covered by retention money in an amount equivalent to three percent (3%) from every progress payment or a special bank guarantee equivalent to at least three percent (3%) of the Contract Price.

**GCC, SCC Clause 17.3 (Cont.)**

**Warranty**

- In case the supplier opts for retention money, the amount shall only be released after the lapse of the entire warranty period, unless during the remainder of the warranty period, the retention money is substituted with a special bank guarantee as prescribed above.

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery of the project site.

**Lot 1: ITDA (Luzon)**

Item No.	Item Description	Total Quantity	Delivery Period
1	Lapel Speaker	1,187	Within 210 days from receipt of Notice to Proceed
2	Smart TV	1,187	
3	Laptop	7,024	

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery of the project site.

**Lot 2: ITDA (Visayas)**

Item No.	Item Description	Total Quantity	Delivery Period
1	Lapel Speaker	686	Within 210 days from receipt of Notice to Proceed
2	Smart TV	686	
3	Laptop	3,485	

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery of the project site.

**Lot 3: ITDA (Mindanao)**

Item No.	Item Description	Total Quantity	Delivery Period
1	Lapel Speaker	492	Within 210 days from receipt of Notice to Proceed
2	Smart TV	492	
3	Laptop	2,563	

**SME Market Items**

Please see pp. 87-96 of the Bidding Documents for  
Section VII. Technical Specifications

**Annex A-** List of Items and Bid Security

**Annex B-** Testing Parameters

**Annex C-** Quality Assurance Procedures During  
Contract Implementation

**Annex D-** List of Recipient Schools

***Deadline for Submission:***  
January 20, 2020, 08:00 A.M.

***Opening of Bids:***  
January 20, 2020, 09:00 A.M.

Bulwagan ng Karunungan, Ground Floor, Rizal Building

***Deadline for Letters of Clarification:***  
January 8, 2020, 5:00 PM  
[depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

**FLOOR NOW OPEN  
FOR QUERIES**