



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

OD ☎ 8633.7232 PPMD ☎ 8636.6543 CMD ☎ 8635.3762

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

Bids and Awards Committee IV

Minutes of Pre-Bid Conference

- Project No.(s) : **(1) 2020-BLR2(001)-BIV-CB-011;**
(2) 2020-BLR2(002)-BIV-CB-012; and
(3) 2020-BLR2(003)-BIV-CB-013
- Project(s) : **(1) Procurement for the Printing and Delivery of Kindergarten Activity Sheets;**
(2) Procurement for the Printing and Delivery of Grade 1 English Activity Sheets; and
(3) Procurement for the Printing and Delivery of Grade 4 Learning Resources
- ABC : **(1) PhP95,649,944.60;**
(2) PhP68,536,445.55; and
(3) PhP134,049,553.64
- End-User : **Bureau of Learning Resources – Learning Resources Production Division**
- Date & Time : **October 28, 2020; 3:00 P.M.**
- Venue : **Videoconferencing through Microsoft Teams**

Present:

Bids and Awards Committee (BAC): Asec. Alberto T. Escobarte, BAC Vice-Chairperson; Dir. John Arnold S. Siena, Regular Member; and Dir. Edel B. Carag and Ms. Daisy Asuncion O. Santos, Provisional Members

Procurement Management Service: Mr. James Ronald G. Ybiernas, Supervising Administrative Officer; Mr. Lauro L. Roberto, Jr., Senior Technical Assistant II; Ms. Paula Janine L. Manuel, Technical Assistant II; and Mr. Viktor Nigel F. Robles, Technical Assistant I (BAC Secretariat Division)

End-User Representative(s): Atty. Ariz Delson Acay Cawilan (Office of the Director IV-BLR) and Mr. Antonio L. Tan (BLR-LRPD)

Observer(s): Mr. Leonardo Bautista (COA)

Prospective Bidder(s): 1.) Ms. Lhen Villanueva and Ms. Glenda Cabanus (Bloombooks, Inc.); 2.) Mr. Ulysses Crisostomo (SC Mardison Corporation); 3.) Ms. Aileen Reblora (Prinpia Co., Ltd. in joint venture with AP Logistics Co., Ltd.); 4.) Ms. Mary Danica C. Alcodia (Asian Graphics Printing Enterprise, Inc.); 5.) Mr. Mario

59 Veloso and Ms. Elaine Gahol (Studio Graphics Corporation); 6.) Ms. Cherry Sayago
 60 and Ms. Lilibeth Manabat (Book Media Press, Inc.); 7.) Ms. Celine Tiu (Vibal Group,
 61 Inc); 8.) Mr. Amado Bengua (GPV Printing Ventures, Inc.); 9.) Ms. Abigail Echano
 62 (LG&M Corporation); 10.) Ms. Katherine Silva (FEP Printing Corporation); 11.) Ms.
 63 Luz B. Sulit and Ms. Genevieve Roxas- Chua (Printwell, Inc.); 12.) Mr. Roy Amurao
 64 (Tri-Mega Business International, Inc.); 13.) Mr. Frederick Sebastian (Philprint &
 65 Allied Services, Inc.); 14.) Ms. Nayda Yazon (Rex Bookstore, Inc.); and 15.) Mr.
 66 William Batac (Blue Chip Marketing)

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69 I. CALL TO ORDER

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Asec. Alberto T. Escobarte, BAC IV Vice-Chairperson, presided and called the pre-bid conference to order at 1:00 P.M. The BAC Secretariat documented the minutes of meeting.

76 II. CERTIFICATION OF QUORUM

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The BAC Vice-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 Representatives, observer and made a roll call of the bidders in the attendance registry.

83 III. HIGHLIGHTS OF DISCUSSION

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

The BAC Vice-Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. The BAC 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 Vice-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.

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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:

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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>
ITB Clause 20.2	Are the paper test results needed to be submitted during the bid opening as part of the requirements?	No, it must be submitted during the Post-Qualification period by the declared Lowest Calculated Bid.	N
ITB Clause	Does the principal partner and	Yes, as stated in	N

20.2	Joint Venture partner required to have a PhilGEPS Platinum Certificate each?	Sections 23.1(a) and 24.1(a) of the 2016 Revised IRR of R.A. 9184	
ITB Clause 20.2	Do we still need to submit the PhilGEPS Platinum Certificate during the Post-Qualification period if we already included it in our technical proposal?	There is no need to submit the PhilGEPS Platinum Certificate but the Class A documents shall be verified during Post-Qualification inspection.	N

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<i>Special Conditions of Contract</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
GCC Clause 4	Where will the inspection be done, the supplier's warehouse or the project site and should it be 100% completed for the inspection?	The inspection shall be done at the project site and 100% completed.	Y
GCC Clause 2.2	Can we proceed immediately with the payment once we delivered all materials to the project site?	The payment terms stated in the Bidding Documents shall apply.	N
	Will the Annex to the Special Conditions of Contract be disregarded since it would not be delivery nationwide?	The EU shall review and finalize the said Annex.	Y
GCC Clause 5	Warranty period was not specified in the Bidding Documents.	The BAC will take the query into consideration and will be finalized in the Bid Bulletin.	Y
GCC Clause 2.2	How much percentage of payment is allowed for the next consecutive payments?	Upon completing delivery for the minimum of 25% for initial payment, the supplier may be paid more than the 25% for the next consecutive billings. This will be clarified with the concerned offices and may be included in the Bid Bulletin, if necessary.	For deliberation

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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>
	Does the 150 calendar days contract duration start upon approval of proof/ready-to-print materials?	The 150 calendar days will start upon issuance and receipt of the Notice to Proceed.	N
	Will the allocation list be provided?	The EU will finalize the project site.	Y
	Does the DepEd Central Office Taguig Warehouse the only delivery site for the 3 projects?	The EU will finalize the project site.	Y
	Will there be enough space in the warehouse for the 3 projects?	The EU will finalize the project site.	Y
	Will the ready-to-print materials be available upon receipt of the NTP?	The review and proofing of the ready-to-print materials are included in the 150 calendar-day contract duration.	N

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<i>Technical Specifications</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
	What are the number of pages for each project?	The number of pages were not able to be included in the Bidding Documents but will be provided in the Bid Bulletin.	Y
	Does the cover color 4/0 or 4/1?	It should be 4/0 since the inside cover should not have any print. But will be taken into consideration by the EU and will be finalized in the Bid Bulletin.	Y
	For Kindergarten Activity Sheets, shouldn't the paper tolerance be + and - for higher and better paper quality?	The EU will take the suggestion into consideration and will be finalized in the Bid Bulletin.	Y
	What should be indicated in the columns for "Statement of Compliance and Cross-	For the column "Statement of Compliance and	N

	Reference” and “Bidder’s Actual Offer”?	Cross-Reference”, it should contain (“Comply” or “Not Comply”) to the specifications indicated, while the “Bidder’s Actual Offer” should indicate the bidder’s actual submission vis-à-vis the required specifications.	
	For clarification, since no number of pages was included in the Bidding Documents, the number of pages shall determine what type of binding to be used, and if it is activity sheets, it has lesser number of pages therefore perfect binding is not applicable.	As mentioned, the number of pages will be included in the Bid Bulletin but it is assured that all materials including the activity sheets will be 100 pages and more.	Y
	May we suggest that the opacity be always at 90% instead of 85%?	The EU will take the suggestion into consideration and will be finalized in the Bid Bulletin.	Y
	For the Grade 4 LR, can we disregard the “not less than” since the paper tolerance percentage is already given?	The EU will take the suggestion into consideration and will be finalized in the Bid Bulletin.	Y

<i>Other Matters</i>		
<i>Questions/Queries/Clarifications</i>	<i>BAC’s Response</i>	<i>For Bid Bulletin (Y/N)</i>
May we request to have CD to save the soft copies instead of a flash drive?	Both CD and flash drive are acceptable.	Y
For clarification, how much will be the additional percentage for foreign bidders who wish to participate in the bidding?	It is a provision on Domestic Preference. It will only be applicable if the local bidders apply for a domestic preference with the Department of Trade and Industry and submit it with their financial proposals.	N
Is it possible to lower the Bidding Documents fee for	The BAC will take the suggestion into	Y

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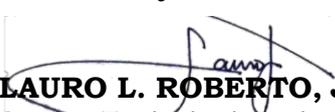
Kindergarten and Grade 1 Activity Sheets since the ABCs for the 2 projects are relatively lower than the Grade 4 LR's' ABC?	consideration and will be finalized in the Bid Bulletin.	
For the Price Schedule, what should be indicated in the estimated price per unit (Column 4) and cost of labor, raw material and equipment (Column 7)?	The BAC will discuss the question further with the concerned offices and include it in the Bid Bulletin, if necessary.	For deliberation
Please clarify the new template stated in the Bidding Documents, "Performance Securing Declaration".	Bidders are given an option to submit a Performance Securing Declaration in accordance with the new issued Bidding Documents by the Government Procurement Policy Board (GPPB).	N
How many copies (hard and soft copies) shall we submit during the bid opening?	To be finalized and included in the Bid Bulletin.	Y

The BAC Vice-Chairperson announced that having exhausted most of the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before October 30, 2020, 5:00 P.M. Furthermore, the BAC Vice-Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before November 4, 2020.

Having no other matters to discuss, the pre-bid conference was adjourned at 3:00 P.M.

Prepared by:

PAULA JANINE L. MANUEL
Technical Assistant II
BAC Secretariat Division

Reviewed by:

LAURO L. ROBERTO, Jr.
Senior Technical Assistant II
BAC Secretariat Division

Minutes of Pre-Bid Conference

Project No.(s) : **(1) 2020-BLR2(001)-BIV-CB-011;**
(2) 2020-BLR2(002)-BIV-CB-012; and
(3) 2020-BLR2(003)-BIV-CB-013

165 Project(s) : **(1) Procurement for the Printing and Delivery of**
166 **Kindergarten Activity Sheets;**
167 **(2) Procurement for the Printing and Delivery of Grade 1**
168 **English Activity Sheets; and**
169 **(3) Procurement for the Printing and Delivery of Grade 4**
170 **Learning Resources**
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172 ABC : **(1) PhP95,649,944.60;**
173 **(2) PhP68,536,445.55; and**
174 **(3) PhP134,049,553.64**
175 End-User : **Bureau of Learning Resources – Learning Resources**
176 **Production Division**
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178 Date & Time : **October 28, 2020; 3:00 P.M.**
179 Venue : **Videoconferencing through Microsoft Teams**
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183 Concurred by:
184 **BIDS AND AWARDS COMMITTEE IV**

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188 **ALBERTO T. ESCOBARTE**
189 Assistant Secretary and Vice-Chairperson
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193 **JOHN ARNOLD S. SIENA**
194 Director IV and Regular Member
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198 **EDEL B. CARAG**
199 Director III and Provisional Member
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203 **DAISY ASUNCION O. SANTOS**
204 Provisional Member



Republic of the Philippines
Department of Education
Procurement Management Service

BAC SECRETARIAT DIVISION

Bids and Awards Committee IV
ATTENDANCE SHEET

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

Project(s): **Various BLR Projects**
Date: **October 16, 2020** Time: **2:00 P.M.**
Venue: **Through Microsoft Teams**

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
I. BAC Officials		BAC Secretariat Division			
Chairperson		James Ronald G. Ybiernas, SAO		Paula Janine L. Manuel, TA II	
Usec. Jesus L.R. Mateo <i>Planning and Field Operations</i>		Jessa B. Buela, AO II		Reymark B. Nagallo, TA II	
Vice-Chairperson		Marilou A. Caagbay, AO II		Marianes M. Parcon, TA II	
Asec. Alberto T. Escobarte <i>Legal Affairs</i>		Raquel S. Familiara, AA III		Viktor Nigel F. Robles, TA I	
Regular Member		Marlgin de Jack S. Salayon, AA III		Jaycee B. Quilatan, AS II	
Dir. John Arnold S. Siena <i>NEAP</i>		Ivy E. Acebo, STA II		Joan B. Sabino, AS II	
Provisional Members		Lady Love S. Arenas, STA II		Homer A. Silva, AS II	
Dir. Leila P. Areola <i>Bureau of Learning Delivery</i>		Christa O. Nicolas, STA II		Danilo P. Catague, AS I	
Dir. Nelia V. Benito <i>Bureau of Education Assessment</i>		Lauro L. Roberto, Jr., STA II		Rally M. Jandoc, AS I	
Dir. Edel B. Carag <i>Bureau of Learning Resources - Manila</i>		Lee Jeffrey Roedell C. Oliva, STA I		Adrian Paul D. Esplana, Driver II	
Mr. Francis Allen B. dela Cruz <i>CAO, Employee Welfare Division</i>		Maria Ruella D. Perocho, STA I		Roderin C. Balla, Messenger	
Dir. Ella Cecilia G. Naliponguit <i>Bureau of Learner Support Services</i>		Jay Valerie A. Baladiang, TA II		Arben Allan A. Gomez, Messenger	
Ms. Daisy Asuncion O. Santos <i>Bureau of Learning Resources - Manila</i>		Ruby Anna G. Balaoro, TA II			

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
II. Office of the Asst. Sec. for Procurement and Administration					
Atty. Salvador C. Malana III, <i>Assistant Secretary</i>					
III. Procurement Management Service					
Atty. Marcelo H. Bragado, Jr., <i>Director IV</i>					
IV. Technical Working Group (TWG)					
Atty. Ariz Delson Acay Cawilan	Sgd.				
Antonio L. Tan	Sgd.				
V. End-User Representative(s)					
Leonardo Bautista	(SGD)	COA			
VI. Observer(s)					

10	Tri-Mega	Roy Amurao	09989893576	(Sgd)	
11	Prinpia Co., Ltd jv AP Logistics Co., Ltd	Aileen Reblora	09172772571		
12	PHILPRINT & ALLIED SERVICES INC.	Frederick P. Sebastian	09171253049		
13	Rex Bookstore, Inc.	Nayda Yazon		(Sgd)	
14	FEP Printing Corporation	Katherine Silva		(Sgd)	
15	LG&M Corporation	Abigail Echano		(Sgd)	
16	SC Mardison Corporation	Ulysses Crisostomo		(Sgd)	
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Welcome to the Pre-Bid Conference!



Project Titles:

1. Printing and Delivery of Kindergarten Activity Sheets;
2. Printing and Delivery of Grade 1 English Activity Sheets; and
3. Printing and Delivery of Grade 4 Learning Resources.

October 28, 2020, 1:00 P.M.
Videoconferencing thru MS Teams

Video Conferencing House Rules

Prospective bidders may send their clarifications via the chat room in this platform

A maximum of two (2) bidder's representatives shall be allowed to participate

Bidder-representatives may join the meeting at least 20 minutes before the scheduled time. The attendance sheets are uploaded at the chat room and have to be signed by those present

All participants must turn on their video for the teleconference - during the introduction of attendees and when speaking

All participants must maintain their microphones on "MUTE", and turn it "ON" only when speaking

Only the SAC Secretariat is allowed and authorized to record the proceedings

DEPARTMENT OF EDUCATION

Opening Prayer

Loving heavenly Father,

We come to You this hour asking for Your blessing and help as we are gathered together.

We pray for guidance in the matters at hand and ask that You would clearly show us how to conduct our work with a spirit of joy and enthusiasm.

Give us the desire to find ways to excel in our work. Help us to work together and encourage each other to excellence.

We ask that we would challenge each other to reach higher and farther, to be the best we can be.

We ask this in the name of the Lord Jesus Christ.

Amen

DEPARTMENT OF EDUCATION

Bids and Awards Committee IV

- **Usec. Jesus L. R. Mateo**
Chairperson
- **Asec. Albert T. Escobarte**
Vice-Chairperson
- **Dir. John Arnold S. Siena**
Regular Member
- **Dir. Edel B. Carag**
- **Ms. Daisy Asuncion O. Santos**
Provisional Members

DEPARTMENT OF EDUCATION

Observers

- **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

DEPARTMENT OF EDUCATION

Project Information

End-User / PMO: **Bureau of Learning Resources – Learning Resources Production Division (BLR-LRPD)**

Source of Funds: **FY 2020 General Appropriations Act**

Date of Advertisement and Posting of Invitation to Bid:

October 21, 2020

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 1: Printing and Delivery of Kindergarten Activity Sheets

Lot	Region	ABC (In Php)
1	Zone 1	18,951,730.49
2	Zone 2	8,815,376.49
3	Zone 3	41,395,644.94
4	Zone 4	26,487,192.68
Total		95,649,944.60

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 2: Printing and Delivery of Grade 1 English Activity Sheets

Lot	Region	ABC (In Php)
1	Zone 1	12,652,979.93
2	Zone 2	22,273,967.43
3	Zone 3	14,411,151.84
4	Zone 4	19,198,346.35
Total		68,536,445.55

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 3: Printing and Delivery of Grade 4 Learning Resources

Lot	Region	ABC (In Php)
1	Zone 1	26,178,850.38
2	Zone 2	43,571,674.11
3	Zone 3	27,806,745.00
4	Zone 4	36,492,284.15
Total		134,049,553.64

DEPARTMENT OF EDUCATION

Project Information

Start of Issuance of Bidding Documents:

October 21, 2020

Cost of Bidding Documents:

Project No. 1: Printing and Delivery of Kindergarten Activity Sheets

Lot	Amount (In Php)
1	10,000.00
2	4,600.00
3	21,500.00
4	13,900.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

<https://notices.philgeps.gov.ph>
<https://www.deped.gov.ph>

DEPARTMENT OF EDUCATION

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Project Information

Start of Issuance of Bidding Documents:

October 21, 2020

Cost of Bidding Documents:

Project No. 2: Printing and Delivery of Grade 1 English Activity Sheets

Lot	Amount (In Php)
1	9,000.00
2	16,000.00
3	11,000.00
4	14,000.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

<https://notices.philgeps.gov.ph>
<https://www.deped.gov.ph>

DEPARTMENT OF EDUCATION

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Project Information

Start of Issuance of Bidding Documents:

October 21, 2020

Cost of Bidding Documents:

Project No. 3: Printing and Delivery of Grade 4 Learning Resources

Lot	Amount (In Php)
1	10,000.00
2	17,000.00
3	10,000.00
4	13,000.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

<https://notices.philgeps.gov.ph>
<https://www.deped.gov.ph>

DEPARTMENT OF EDUCATION

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Project Information

No. of Prospective Bidders that purchased the Bidding Documents

As of **October 27, 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.*

Project Information

- For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

1) A complete set of Bidding Documents may be acquired by interested Bidders from the DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City, upon accomplishing a bidder's information sheet and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier.

Payment in checks should be made payable to **DECS OSEC Trust**.

Project Information

2. Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing a bidder's information sheet (Annex A of BDs). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Bidding Documents

Who may participate?

Filipino Entities

Single / Sole Proprietorships
Partnerships
Corporations
Cooperatives
Joint Ventures
Government Corporate Entities

Foreign Entities

Direct Participation
Joint Venture(40%)

General Requirements for Government Procurement

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

Legal Eligibility Documents

PhilGEPS Certificate of Registration and Membership

2016 Revised IRR of RA 9164, 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.

Deferral of Mandatory Submission of PhilGEPS Certificate of Registration and Membership (CIRCULAR 07-2017, 31 July 2017)

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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 9.5.2 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

Legal Eligibility Documents

Business Registration Certificate



DEPARTMENT OF EDUCATION

General Requirements for Government Procurement

Legal Eligibility Documents

Mayor's / Business Permit



DEPARTMENT OF EDUCATION

General Requirements for Government Procurement

Legal Eligibility Documents

Tax Clearance Certificate



DEPARTMENT OF EDUCATION

Technical Eligibility Documents

Statement of ongoing and awarded but not yet started contracts

Name of Contract/Project/Job	Owner's Name	Bidder's Role	Date Awarded	% of Accomplishment	Value of Contract	Outstanding Work	
						Unstarted	Partial

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

Technical Eligibility Documents

Statement of Single Largest Completed Contract

Contract	Contractor's Name		Bidder's Role	Amount at Award	Date Awarded
	Address	Telephone Nos.			

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

Sec. III. Bid Data Sheet, ITB Clause 5.3

Prospective bidders 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 fifty percent (50%) of the ABC of the lot to bid for; OR, 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/s to be bid. The contracts may come from different agencies/companies.

For this purpose, similar contracts shall refer to **Manufacturing of printed and bound materials.**

DEPARTMENT OF EDUCATION

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Financial Eligibility Documents

Audited Financial Statements



DEPARTMENT OF EDUCATION

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

General Requirements for Government Procurement

Class "B" Documents

Joint Venture Agreement

OR

Duly notarized statements from all the potential joint venture partners



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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**
5. Original duly signed Affidavit of Disclosure of No Relations.

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Technical Documents

Bid Security

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

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Technical Documents

Bid Security : Bid Securing Declaration



The form is titled "BID SECURING DECLARATION" and is used to declare the bidder's intent to enter into a contract. It includes fields for the bidder's name, address, and contact information, as well as a section for the bidder to sign and date the declaration. The form also contains a section for the bidder to provide details about the bid, including the bid number and the amount of the bid.

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Technical Documents

Omnibus Sworn Statement



The form is titled "OMNIBUS SWORN STATEMENT" and is used to declare the bidder's intent to enter into a contract. It includes fields for the bidder's name, address, and contact information, as well as a section for the bidder to sign and date the statement. The form also contains a section for the bidder to provide details about the bid, including the bid number and the amount of the bid.

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For the purpose of constituting a quorum, both the physical and virtual presence of the BAC and TWG members shall be considered pursuant to GPPB Resolution No. 09-2020.

General Requirements for Government Procurement

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."

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Sec. III. Bid Data Sheet

ITB Clause 20.2

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 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. Certificate of PhilGEPS Registration (Platinum Membership);
- C. Certificate of Test Results from the FPRDI dated within three (3) months prior to the date of the deadline for the submission and opening of bids for this project. Sample papers will no longer be accepted;

Sec. III. Bid Data Sheet

Cont.

- D. Declaration of the possible source (supplier) of paper that was submitted to the FPRDI for testing which will be used by the Bidder during contract implementation;
- E. List of equipment/machine to be used:

Type of Equipment
Pre-Press Desktop Computer Printer Proofer Machine Plate Setter / Image Setter & Processor and/ or CtP (Computer to Plate) Press Web Machines (min. of 2 units) with 22 ¾" page cut off and/or Sheetfed Machine (min. of 4 units)

Sec. III. Bid Data Sheet

Cont.

Type of Equipment
Post-Press Perfect Binding Machine UV Laminating Machine Three (3) Knife Cutter Single Knife Cutter Shrink Pack / Plastic Sealer Strapping Machine Folding Machine (if press equipment is Sheetfed Machine)

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

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% delivery of the requirement per lot and duly accepted by the DepEd Central Office'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 at least 1% of every progress payment, or a special bank guarantee in the amount equal to at least 1% of the Contract Price required in Section 62 of RA 9184 and its IRR.
- An advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

Section VI. Schedule of Requirements

Printing and Delivery of Kindergarten Activity Sheets

Lot No.	Description	Quantity	Delivery Period	
1	Zone 1	Akeanon	11,698	150 Calendar Days
		Chavacano	10,629	
		Hiligaynon	136,237	
		Kinaray-a	35,603	
		Maguindanaon	32,961	
		Maranao	44,663	
		Surigaonon	15,330	
		Tausug	32,280	
		Waray	71,974	
		Yakan	3,426	
		Bikol	105,456	
		Ibanag	3,989	
		Ivatan	382	
2	Zone 2	Kapampangan	40,609	
		Pangasinan	35,164	
		Sambal	1,650	
3	Zone 3	Ilokanon	130,507	
		Tagalog	758,140	
4	Zone 4	Sinugbuanong Binsaya	576,252	

Section VI. Schedule of Requirements

Printing and Delivery of Grade 1 English Activity Sheets

Lot No.	Description	Quantity	Delivery Period
1	Zone 1	407,363	150 Calendar Days
2	Zone 2	677,929	
3	Zone 3	413,994	
4	Zone 4	552,705	

Section VI. Schedule of Requirements

Printing and Delivery of Grade 4 Learning Resources

Lot No.	Description	Quantity
1	Zone 1 EsP TX	392,349
	EsP TM	11,328
2	Zone 2 EsP TX	639,787
	EsP TM	15,322
3	Zone 3 EsP TX	393,957
	EsP TM	12,085
4	Zone 4 EsP TX	518,172
	EsP TM	14,321

Section VI. Schedule of Requirements

Delivery Schedule

Complete delivery shall be made within the contract duration stipulated above, from the date of receipt of the Notice to Proceed (NTP) by the Supplier or the date provided for such purpose indicated in the NTP, in coordination with DepEd Asset Management Division (AMD) which shall not be later than seven (7) calendar days from its issuance.

Printing and proofing of mock-up or press-proof copies – forty-five (45) calendar days; delivery to Project Site – one hundred five (105) calendar days. Total contract duration of one hundred fifty (150) calendar days

Project Site

Goods shall be delivered at **DepEd Central Office (Taguig Warehouse)**

Section VII. Technical Specifications

Printing and Delivery of Kindergarten Activity Sheets

Book size	Paper Requirement		Colors		Binding
	Cover	Inside Pages	Cover	Inside Pages	
8.25" x 10.75"	Foldcote Cal. #12, Solid White; Basis Weight: 230 gsm ±5% tolerance	Standard Newsprint Basis weight: 48.8 gsm ±5% tolerance; Brightness: 55% ±3% tolerance; Opacity: 85% ±5% tolerance;	4 colors with UV coating	1 Color	Perfect Binding

Section VII. Technical Specifications

Printing and Delivery of Grade 1 English Activity Sheets

Book Size	Paper Requirement		Colors		Binding
	Cover	Inside Pages	Cover	Inside Pages	
10.75" x 8.25"	Foldcote Cal. # 12, Solid White; Basis weight: 230 gsm -5% tolerance	Standard Newsprint Basis weight: 48.8 gsm -5% tolerance, Brightness: 55% -3% tolerance; Opacity: 85% -5% tolerance	4 colors with UV Coating	1 Color	Perfect Binding

Section VII. Technical Specifications

Printing and Delivery of Grade 4 Learning Resources

Book Size	Paper Requirement		Colors		Binding
	Cover	Inside Pages	Cover	Inside Pages	
8.25" x 10.75"	Foldcote Cal. # 12, Solid White; Basis weight: not less than 230 gsm - 5% tolerance;	Uncoated Paper (White) Basis weight: 70 gsm -5% tolerance, Brightness: 80% -3% tolerance; Opacity: 90% -5% tolerance;	Bidder's Actual Offer	1 Color	Perfect Bind

Deadline for Submission and Opening of Bids

November 11, 2020

1. **Printing and Delivery of Kindergarten Activity Sheets - 9:00 A.M.;**
2. **Printing and Delivery of Grade 1 English Activity Sheets - 1:00 P.M.; and**
3. **Printing and Delivery of Grade 4 Learning Resources - 3:00 P.M.**

**Bulwagan ng Karunungan
Ground Floor, Rizal Bldg.**

Deadline for Letters of Clarification:

October 30, 2020

Pre-Bid Conference

**FLOOR NOW OPEN
FOR QUERIES**