



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(016)-BIV-CB-017;**
(2) 2020c-BLR2(004)-BIV-CB-018; and
(3) 2020c-BLR2(017)-BIV-CB-019
- Project(s) : **(1) Procurement for the Printing of Grade 9 Learning Resources;**
(2) Procurement for the Printing of Grade 10 Learning Resources; and
(3) Procurement for the Printing of 4 MINIMA for Grade 1
- ABC : **(1) PhP328,808,748.69;**
(2) PhP143,234,360.78; and
(3) PhP138,580,130.07
- End-User : **Bureau of Learning Resources – Learning Resources Production Division**
- Date & Time : **November 19, 2020; 9:00 A.M.**
- Venue : **Videoconferencing through Microsoft Teams**

Present:

Bids and Awards Committee (BAC): Usec. Jesus L.R. Mateo, Chairperson; 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. Reynaldo Famorcan and Mr. Leonardo Bautista (COA)

Prospective Bidder(s): 1.) Ms. Celine Tiu (Vibal Group, Inc); 2.) Ms. Dovie Yap and Ms. Leonicia M. Llarena (Eduresources Publishing, Inc.); 3.) Ms. Celine Montalla (Forgems Marketing Co., Inc.); 4.) Mr. Erick Martin Colesio (LG&M Corporation); 5.) Ms. Lhen Villanueva (Bloombooks, Inc.); 6.) Ms. Luz Sulit (Printwell, Inc.); 7.) Mr.

59 Mario Veloso and Ms. Elaine Gahol (Studio Graphics Corporation); 8.) Ms. Nayda
 60 Yazon (Rex Printing Co., Inc.); 9.) Ms. Lilibeth Manabat (Book Media Press, Inc.);
 61 and 10.) Ms. Doana Reloj (Big Crate Enterprises)
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64 I. CALL TO ORDER

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 66 Usec. Jesus L.R. Mateo, BAC IV Chairperson, presided and called the pre-bid
 67 conference to order at 9:00 A.M. The BAC Secretariat documented the
 68 minutes of meeting.
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 71 II. CERTIFICATION OF QUORUM

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 73 The BAC Chairperson certified that the quorum of the BAC was present to
 74 transact business. He acknowledged the presence of the BAC members, BAC
 75 Secretariat, End-User Representatives, observers and made a roll call of the
 76 bidders in the attendance registry.
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78 III. HIGHLIGHTS OF DISCUSSION

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 80 The BAC Chairperson welcomed everyone to the pre-bid conference.
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82 The BAC Chairperson gave a brief description of the project and asked the
 83 prospective bidders to introduce themselves and the company they
 84 represent. The BAC Chairperson then discussed, clarified and explained the
 85 eligibility requirements and the technical and financial components of the
 86 contract to be bid. Moreover, the BAC Chairperson announced that the floor
 87 was open to queries, information, proposals or other concerns coming from
 88 the prospective bidders or suppliers on the assumption that the prospective
 89 bidders have downloaded bidding documents from the PhilGEPS, requested
 90 from the BAC Secretariat for copies of the same, or bought copies of the
 91 same. The floor was open to all and the BAC Secretariat moderated the
 92 discussion.
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94 The BAC Secretariat proceeded with the presentation of the project
 95 information and focused on the salient features of the Bidding Documents
 96 and opened the floor for queries after each provision as follows:
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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>
	Ms. Lilibeth Manabat (Book Media Press, Inc.)- What is the period of warranty?	The period was supposed to be 3 months for expendable supplies but was not clearly stated in the Bidding Documents. To be clarified through a Supplemental Bid Bulletin.	Y
	Mr. Mario Veloso (Studio Graphics Corporation)-Clarification if the	It was clarified that once DepEd	N

	<p>materials will be delivered or picked-up because the slide for GCC Clause 2.2 states that for the initial progress payment, a minimum of 25% shall be paid to the supplier upon a 25% delivery of the requirement per lot. Also, if the materials are still in the supplier's warehouse, can they ask payment for the initial 25% as long as it is already accepted by DepEd?</p> <p>Follow-up: Is this a new payment scheme because previous projects required IARs to facilitate payment?</p>	<p>already accepted the items, suppliers can start to request processing of their payments.</p> <p>The process for the payment has not changed, only the process of deliveries since DepEd will have a separate logistics system for the projects.</p>	
	<p>Ms. Luz Sulit (Printwell, Inc.)-For clarification, upon signing of contract, can we already ask for an advance payment of 15%?</p>	<p>Yes, suppliers may start to process advance payment but need to submit certain requirements together with the request like the bank guarantee in exchange for the 15% that will be requested.</p>	N
	<p>Ms. Lhen Villanueva (Bloombooks, Inc.)-Is it still the supplier to request for the documents such as the IAR and PTR?</p>	<p>It was clarified that BLR will be the one to process said documents.</p>	N

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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>
Section VI.	<p>Ms. Lhen Villanueva (Bloombooks, Inc.)-Until when will the goods be stored in the supplier's warehouse? Our concern is that after acceptance by DepEd, the liability for the goods might still be shouldered by the supplier in case something happens if not picked-up immediately in their warehouse.</p>	<p>It was clarified that the DepEd logistics is still currently being processed but once it is established, the goods shall be picked-up as soon as possible from the supplier's warehouse. The DepEd logistics is</p>	N

		created to address the concern of supplier's scope of liability.	
Section VI.	Mr. Mario Veloso (Studio Graphics Corporation)-Will there be guidelines to be issued regarding the duration of the materials at the supplier's warehouse?	DepEd already issued guidelines on the creation of the inspectorate team and will issue guidelines for the concern as well.	To be discussed.
Section VI.	Ms. Luz Sulit (Printwell, Inc.)-During pick-up of the materials, to whom will the suppliers coordinate, with DepEd or the forwarder?	It was clarified that once the items are ready for pre-delivery inspection, the supplier will coordinate with DepEd just like previous transactions since DepEd will be the one to approve prior to turn-over to logistics.	N
Section VI. Item C.	Ms. Lhen Villanueva (Bloombooks, Inc.)-Are the warehouses specified (NCR, Region III or IV-A) options of the supplier? Or either of those? Follow-up from Mr. Mario Veloso (Studio Graphics Corporation)-Please clarify supplier's warehouse location. Does it mean that if a printer which is based in Visayas or Mindanao that has no warehouse in NCR, Region III or IV-A, have to rent a warehouse at their expense to store the items and wait until DepEd is ready to pick-up the items?	Will refer the concern to the Office of the Assistant Secretary for Procurement and Administration (OASPA).	To be discussed.

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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>
Section VII.	Ms. Dovie Yap (Eduresources Publishing, Inc.)-Please provide number of pages for Grade 10 LR.	The number of pages was not included in the Bidding Documents and shall be clarified in the Supplemental	Y

		Bid Bulletin.	
Section VII.	Ms. Lilibeth Manabat (Book Media Press, Inc.)-Suggestion to remove “not less than” phrase in the basis weight in the paper cover for Grade 9 LR’s since tolerance is already indicated.	The suggestion is accepted and to be included in the Supplemental Bid Bulletin.	Y
Section VII.	Ms. Celine Montalla (Forgems Marketing Co., Inc.)-Clarification on the total quantity for Grade 9 Zone 2 EsP TX/TM (Lot 2) and Zone 2 AP TX/TM (Lot 6). There are different quantities per item but the same total for both lots.	The concern is noted by the end-user and shall be included in the Supplemental Bid Bulletin.	Y

<i>Other Matters</i>		
<i>Questions/Queries/Clarifications</i>	<i>BAC’s Response</i>	<i>For Bid Bulletin (Y/N)</i>
Ms. Lilibeth Manabat (Book Media Press, Inc.) – Clarification on the sealing and marking of bids if all technical (original and copies 1 and 2) and financial proposals (original and copies 1 and 2) shall be sealed separately as illustrated in the Bidding Documents and if the required CD (soft copy) should be 3 copies and to be included only in the technical proposals.	It was explained in detail that the technical proposals (original and copies 1 and 2) shall be sealed and marked properly and enclosed in a Blue envelope while the financial proposals (original and copies 1 and 2) shall be sealed and marked properly and enclosed in a Green envelope, then all proposals shall be wrapped in an outer envelope colored Red.	N
Ms. Lilibeth Manabat (Book Media Press, Inc.)-Is it a separate bidding for the procurement of logistics? Follow-up: What if the bidding for logistics fails?	Yes, the projects only include the printing of the materials. DepEd is looking for a possibility of acquiring a logistics partner and will address the concern when it gets there.	N
Ms. Celine Tiu (Vibal Group, Inc.)-What should be indicated in Column 4 of the price	The value was not included in the Bidding	Y

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<p>schedule?</p>	<p>Documents and shall be clarified in the Supplemental Bid Bulletin.</p> <p>In addition to the clarification, the column 4 represent the ABC or unit cost for the item. The bidder is encouraged not to exceed the given amount.</p>	
<p>Ms. Celine Tiu (Vibal Group, Inc.)-What should be indicated under Column 6 of the price schedule to compute costs properly?</p>	<p>The EXW is the cost from the supplier's warehouse and shall be determined by the Supplier itself.</p>	<p>N</p>

The BAC 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 November 23, 2020, 5:00 P.M. Furthermore, the BAC Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before November 25, 2020.

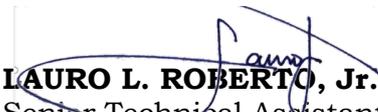
Having no other matters to discuss, the pre-bid conference was adjourned at 10:30 A.M.

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(016)-BIV-CB-017;**
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- ABC : **(1) PhP328,808,748.69;**
(2) PhP143,234,360.78; and

159 (3) PhP138,580,130.07
160 End-User : Bureau of Learning Resources – Learning Resources
161 Production Division
162
163 Date & Time : November 19, 2020; 9:00 A.M.
164 Venue : Videoconferencing through Microsoft Teams
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168 Concurred by:
169 **BIDS AND AWARDS COMMITTEE IV**

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173 **JESUS L.R. MATEO**
174 Undersecretary and Chairperson
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178 **ALBERTO T. ESCOBARTE**
179 Assistant Secretary and Vice-Chairperson
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183 **JOHN ARNOLD S. SIENA**
184 Director IV and Regular Member
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188 **EDEL B. CARAG**
189 Director III and Provisional Member
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193 **DAISY ASUNCION O. SANTOS**
194 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): **Procurement for the Printing of Grade 9 LR/ Grade 10 LR/ 4 MINIMA for Grade 1**
Date: **November 19, 2020** Time: **9:00 A.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)					
Anna Lourdes A. Falcon, SEPS					
V. End-User Representative(s)					
VI. Observer(s)					
REYNALDO B. FAMORCAN / COA (09178094651)	(sgd.)				
LEONARDO BAUTISTA	(sgd.)				

10	PRINTWELL, INC.	LUZVIMINDA SULIT	09178171691	(sgd.)*	NO
11	PRINTWELL, INC.	JULIE KAYE PELOBELLO	09178518764	(sgd.)*	NO
12	STUDIO GRAPHICS CORPORATION	MARIO VELOSO		(sgd.)*	NO
13	STUDIO GRAPHICS CORPORATION	ELAINE GAHOL	09178090353		NO
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**gave approval through email/MS Teams but was unable to attach e-signature*

Welcome to the Pre-Bid Conference!



Project Titles:

1. Procurement for the Printing of Grade 9 Learning Resources;
2. Procurement for the Printing of Grade 10 Learning Resources; and
3. Procurement for the Printing of 4 MINIMA for Grade 1.

November 20, 2020, 9:00 A.M.
Videoconferencing thru MS Teams

Video Conferencing House Rules



Only bidders who have registered using the Online Pre-Bid Form will be accommodated. Sharing of the link provided by the BAC Secretariat is prohibited.

- 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 BAC 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

(invited through letters dated November 14, 2020)

- **Commission on Audit (COA)**
- **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:

Grade 9 - FY 2020 General Appropriations Act
Grade 10 – FY2019 Continuing
MINMA for Grade 1 – FY2019 Continuing

Date of Advertisement and Posting of Invitation to Bid:

November 12, 2020

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 1: Procurement for the Printing of Grade 9 Learning Resources

Lot	Region	ABC (In Php)
1	Zone 1 ESP TX & TM	28,818,499.27
2	Zone 2 ESP TX & TM	49,204,146.01
3	Zone 3 ESP TX & TM	30,616,422.84
4	Zone 4 ESP TX & TM	33,503,413.83
Total		

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 1: Procurement for the Printing of Grade 9 Learning Resources

Lot	Region	ABC (In Php)
5	Zone 1 AP TX & TM	37,846,630.80
6	Zone 2 AP TX & TM	64,612,239.56
7	Zone 3 AP TX & TM	40,209,734.83
8	Zone 4 AP TX & TM	43,997,661.56
Total		328,808,748.69

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 2: Procurement for the Printing of Grade 10 Learning Resources

Lot	Region	ABC (In Php)
1	Zone 1 Music & Arts TX & TM	30,046,282.18
2	Zone 2 Music & Arts TX & TM	50,201,249.23
3	Zone 3 Music & Arts TX & TM	30,595,266.87
4	Zone 4 Music & Arts TX & TM	32,391,562.50
Total		143,234,360.78

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Project No. 3: Procurement for the Printing of 4 MINIMA for Grade 1

Lot	Region	ABC (In Php)
1	Primer Booklet	26,178,850.38
2	Formative Assessment Tools	43,571,674.11
3	Teacher's Resource Book	27,806,745.00
4	Printing TG	36,492,284.15
Total		134,049,553.64

DEPARTMENT OF EDUCATION

Project Information

Start of Issuance of Bidding Documents:

November 12, 2020

Cost of Bidding Documents:

Project No. 1: Procurement for the Printing of Grade 9 Learning Resources

Lot	Amount (In Php)	Lot	Amount (In Php)
1	4,500.00	5	5,500.00
2	7,500.00	6	6,000.00
3	4,500.00	7	6,000.00
4	5,000.00	8	7,000.00
Total		50,000.00	

Bidding Documents may be downloaded at the following websites:

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

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11

Project Information

Start of Issuance of Bidding Documents:

November 12, 2020

Cost of Bidding Documents:

Project No. 2: Procurement for the Printing of Grade 10 LR's

Lot	Amount (In Php)
1	10,000.00
2	18,500.00
3	10,500.00
4	11,000.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

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

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12

Project Information

Start of Issuance of Bidding Documents:

November 12, 2020

Cost of Bidding Documents:

Project No. 3: Procurement for the Printing of 4 MINIMA for Gr. 1

Lot	Amount (In Php)
1	22,000.00
2	27,000.00
3	500.00
4	500.00
Total	50,000.00

Bidding Documents may be downloaded at the following websites:

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

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

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13

Project Information

No. of Prospective Bidders that purchased the Bidding Documents

As of ***November 20, 9:00 A.M.:***

__ Prospective bidder

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

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14

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.*

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15

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.**

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16

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.

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17

Bidding Documents

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Who may participate?

Filipino Entities	Foreign Entities
Single / Sole Proprietorships	Direct Participation
Partnerships	Joint Venture (40%)
Corporations	
Cooperatives	
Joint Ventures	
Government Corporate Entities	

DEPARTMENT OF EDUCATION

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 9184, 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.

Deferment 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 8.5.2 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

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Legal Eligibility Documents

Business Registration Certificate



DEPARTMENT OF EDUCATION

Legal Eligibility Documents

Mayor's / Business Permit



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Legal Eligibility Documents

Tax Clearance Certificate



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Technical Eligibility Documents

Statement of ongoing and awarded but not yet started contracts

Name of Contract/Project Cost	Owner's Name & Address & Telephone No.	Bidder's Role	Nature of Work	Description %	Date Awarded/Contract Started/Date of Completion	% of Accomplishment		Value of Outstanding Works (Value of Award Portion)
						Planned	Actual	
Government								
Private								

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: _____

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Technical Eligibility Documents

Statement of Single Largest Completed Contract

Name of Contract	a. Owner's Name & Address & Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award	b. Amount at Completion	c. Duration	a. Date Awarded	b. Contract Efficiency	c. Date Completed	d. Contract Performance Certified by the End-user
			Description	%							
Government											
Private											

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 (CCD)/Certificates of Final Acceptance (CFA)/duly signed Delivery Receipts (DRs), or duly accomplished Inspection and Acceptance Reports (IARs)

Submitted by: _____ (Printed Name and Signature)

Designation: _____

Date: _____

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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**.

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28

Financial Eligibility Documents

Audited Financial Statement



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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

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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
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	
c) Surety bond	Five percent (5%)

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Technical Documents

Bid Security ; Bid Securing Declaration

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Technical Documents

Omnibus Sworn Statement

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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.

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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.”

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), in case the bidder opted to submit their Class “A” documents during submission and opening of bids;
- 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 3/4" 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)

Sec. III. Bid Data Sheet

ITB Clause 15

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component 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.

Sec. III. Bid Data Sheet

ITB Clause 15 (Cont.)

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 are advised to be produced in electronic forms recorded on three (3) **CD or Flash Drive** (both Word format and PDF (or read-only) format)

1. Statement of Compliance with Technical Specifications
2. Filled out Price Schedule
3. Filled out Net Financial Contracting Capacity (NFCC)

Note: Each Bidder shall submit three (3) paper copies of its bid.

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

- 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 V. Special Conditions of Contract

• GCC Clause 5, Warranty

Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to: (a) at least 1% of every progress payment; (b) a special bank guarantee equivalent to at least 1% of the Contract Price; or (c) such amount representing compliance or delivery, as may be applicable, as required in Section 62 of RA 9184 and its IRR.

Section VI. Schedule of Requirements

Procurement for the Printing of Grade 9 LRIs

Lot No.	Description	Quantity	Contract Duration
1	Zone 1 Grade 9 ESP TX	368,576	120 calendar days
	Grade 9 ESP TM	8,537	
2	Zone 2 Grade 9 ESP TX	632,079	120 calendar days
	Grade 9 ESP TM	14,897	
3	Zone 3 Grade 9 ESP TX	391,781	120 calendar days
	Grade 9 ESP TM	8,964	
4	Zone 4 Grade 9 ESP TX	428,564	120 calendar days
	Grade 9 ESP TM	9,852	
5	Zone 1 Grade 9 AP TX	368,576	120 calendar days
	Grade 9 AP TM	8,537	
6	Zone 2 Grade 9 AP TX	637,079	120 calendar days
	Grade 9 AP TM	14,897	
7	Zone 3 Grade 9 AP TX	391,781	120 calendar days
	Grade 9 AP TM	8,964	
8	Zone 4 Grade 9 AP TX	428,564	120 calendar days
	Grade 9 AP TM	9,852	

Section VI. Schedule of Requirements

Procurement for the Printing of Grade 10 LRIs

Lot No.	Description	Quantity	Contract Duration
1	Zone 1 Grade 10 Music and Arts TX	332,392	120 calendar days
	Grade 10 Music and Arts TM	7,684	
2	Zone 2 Grade 10 Music and Arts TX	556,234	120 calendar days
	Grade 10 Music and Arts TM	13,041	
3	Zone 3 Grade 10 Music and Arts TX	338,591	120 calendar days
	Grade 10 Music and Arts TM	7,705	
4	Zone 4 Grade 10 Music and Arts TX	356,783	120 calendar days
	Grade 10 Music and Arts TM	8,230	

Section VI. Schedule of Requirements

Procurement for the Printing of 4 MINIMA for Gr. 1

Lot No.	Description	Quantity	Contract Duration
1	Primer Booklet	1,854,500	120 calendar days
2	Formative Assessment Tools	1,854,500	120 calendar days
3	Teacher's Resource Book	46,363	120 calendar days
4	Printing (TG)	46,363	120 calendar days

Section VI. Schedule of Requirements

Pick-Up/Hauling Schedule

- Prior to the scheduled pick-up/hauling of goods at the Supplier's warehouse, the Supplier shall coordinate with DepEd Asset Management Division (DepEd-AMD) in coordination with the designated logistics team under Contract Management Division (CMD) for the turn-over of Inspection and Acceptance Report (IAR) and Property Transfer Report (PTR).
- Pick-up/hauling by the third-party logistics provider shall be made within the time and date designated and after acceptance of the goods/items.

Section VI. Schedule of Requirements

Supplier's Warehouse

- Goods shall be picked-up/hailed by the third-party logistics provider designated by DepEd at the Supplier's Warehouse, which shall be located in NCR, Region 3 or Region 4-A.

Section VII. Technical Specifications

1. [Procurement for the Printing of Grade 9 Learning Materials](#)
2. [Procurement for the Printing of Grade 10 Learning Materials](#)
3. [Procurement for the Printing of 4 MINIMA for Grade 1](#)

Deadline for Submission and Opening of Bids

December 2, 2020

1. Procurement for the Printing of Grade 9 LRs – 9:00 A.M.;
2. Procurement for the Printing of Grade 10 LRs– 1:00 P.M.; and
3. Procurement for the Printing of 4 MINIMA for Grade 1 – 3:00 P.M.

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

Deadline for Letters of Clarification:

November 21, 2020

Pre-Bid Conference

FLOOR NOW OPEN
FOR QUERIES