



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 III

Minutes of Pre-Bid Conference

Project No.(s) : **2021-AdmS2(009to010)-BIII-CB-022**
Project(s) : **Supply and Delivery of Vaccines (Flu and Pneumococcal Vaccines)**
ABC : **PhP 8,658,300.00**
End-User : **AS – Asset Management Service**
Date & Time : **September 15, 2021; 9:00 A.M.**
Venue : **Videoconferencing through Microsoft Teams**

Present:

Bids and Awards Committee (BAC): Asec. Alma Ruby C. Torio, Vice-Chairperson; Dir. Anne Rachel C. Miguel, Regular Member; Dir Ella Cecilia M. Naliponguit and Mr. Francis Allen B. Dela Cruz, Provisional Member.

Procurement Management Service: Mr. James Ronald G. Ybiernas, Supervising Administrative Officer; Mr. Lauro L. Roberto, Jr., Senior Technical Assistant II; and Mr. Reymark B. Nagallo, Technical Assistant II; Ms. Jelly Anne Therese A. Dioso, Technical Assistant I; and Mr. Christopher P. Ludovice, Administrative Support I (BAC Secretariat Division).

End – User(s): Arvin Venezuela

Technical Working Group (TWG): Dr. Mariblanca Piatos, Dr. Rainerio Reyes and Jessica Jane Cabral.

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

Prospective Bidder(s): Mr. Brian Vincent Reyes (Pfizer Biopharmaceuticals Group); Mr. Karlo A. Mendez and Mr. Sean T. Cereno (Affinity Health & Wellness Corporation); Mr. Reynaldo Bautista and Mr. Eugene Layson (Faberco Life Sciences, Inc.); Ms. Maria Glecinda Tan (Pharma Quest Co.); Mr. Reniel Javier (Iraseth Pharm, Inc.); Ms. Celine Montalla (Forgems Marketing Co. Inc.); Mr. Victor C. Cadwising (P&P Medical Supplies and General Supplies); Ms. Melody C. Enar (Medstation Biologicals Incorporated).

58 I. CALL TO ORDER

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60 Asec. Alma Ruby C. Torio, BAC III Vice-Chairperson, presided and called the
61 pre-bid conference to order at 9:00 A.M. The BAC Secretariat documented the
62 minutes of meeting.

63

64 II. CERTIFICATION OF QUORUM

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66 The BAC Vice-Chairperson certified that the quorum of the BAC was present
67 to transact business. She acknowledged the presence of the BAC members,
68 BAC Secretariat, End-User Representative, Technical Working Group,
69 observers and made a roll call of the bidder in the attendance registry.

70

71 III. HIGHLIGHTS OF DISCUSSION

72

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

74

75 The BAC secretariat gave a brief description of the project and then discussed,
76 clarified and explained the eligibility requirements, technical and financial
77 components of the contract to be bid.

78

79 Mr. Lauro L. Roberto Jr., BAC Secretariat, proceeded with the presentation of
80 the project information and focused on the salient features of the bidding
81 documents. Moreover, the BAC Vice-Chairperson announced that the floor
82 was open to queries, information, proposals or other concerns coming from
83 the prospective bidders or suppliers on the assumption that the prospective
84 bidders have downloaded the Philippine Bidding Documents (PBD) from the
85 PhilGEPS, requested from the BAC Secretariat for copies of the same, or
86 bought copies of the same. The BAC Secretariat moderated the discussion.

87

<i>Technical Specification</i>			
<i>Provision</i>	<i>Questions/Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Detailed Technical Specifications	Mr. Eugene Layson, in Lot No. 2, is it okay to consider Pneumococcal 10 valent Conjugated Vaccine?	We will stick to Pneumococcal 13 valent Conjugated Vaccine as required in the technical specifications.	N
Detailed Technical Specifications	Mr. Reynaldo Bautista and Mr. Layson clarified to consider manufacturers from India aside from US/UK and Australia in the future projects of DepEd.	The preferable condition of origins of vaccines are not mandatory requirements for manufacturer. Other source of vaccines such as India can still bid for the project provided that it has a Certificate of Product Registration issued by Philippine FDA.	N

Detailed Technical Specifications	Ms. Maria Glecinda Tan, in Lot No. 1, the generic name is “Quadrivalent Influenza Vaccine (Surface Antigen, Inactivated)”, is it possible to consider “Quadrivalent Influenza Vaccine (Split Virion, Inactivated)?	We can consider Quadrivalent Influenza Vaccine (Split Virion, Inactivated). The BAC through its TWG will further deliberate on the matter.	Y
Detailed Technical Specifications	Ms. Maria Glecinda Tan and Ms. Melody C. Enar, stated that most of the Flu Vaccines have an expiry date of December 2021, will that be acceptable.	The BAC through its TWG will further deliberate on the matter.	Y
Detailed Technical Specifications	Ms. Maria Glecinda Tan, can a proof of renewal such as payment and application be used in lieu of the expired CPR from FDA for Pneumococcal Vaccines?	This concern is noted, for further discussion by the BAC.	Y

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Schedule of Requirements

<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Sec. VI, C. Delivery Site	Ms. Maria Glecinda Tan, confirm if the project title is Supply and Delivery; and the DepEd will be in-charge on the administration.	As stated in the Bidding Documents, particularly on page 32, Schedule of Requirements: “The DepEd Medical Team shall administer the vaccines to the employees in the DepEd Central Office on the following schedule”, provided in the bidding documents.	N

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Bid Data Sheet

<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
ITB Clause 20.2	Ms. Maria Glecinda Tan, will the samples to be submitted during post-qualification form part of delivery or just for a presentation/evaluation that the bidder can retrieve said samples?	The BAC through its TWG will evaluate the samples to be submitted and will not form part of the delivery since it will be evaluated and tested by the TWG.	Y

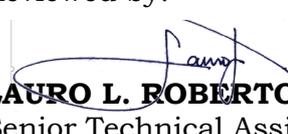
90 The BAC Vice-Chairperson announced that having exhausted most of the
91 bidders' queries and issues, the prospective bidders may write a clarification
92 which may be sent via the BAC Secretariat e-mail address on or before
93 September 17, 2021, 5:00 P.M. Furthermore, the BAC Vice-Chairperson
94 stated the BAC will issue a Bid Bulletin on or before September 20, 2021.

95
96 Having no other matters to discuss, the pre-bid conference was adjourned at
97 10:57 A.M.
98

99 Prepared by:

Reviewed by:

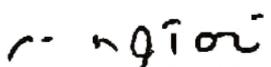
100
101 
102 **REYMARK B. NAGALLO**
103 Technical Assistant II
104 BAC Secretariat Division

100
101 
102 **LAURO L. ROBERTO, JR.**
103 Senior Technical Assistant II
104 BAC Secretariat Division

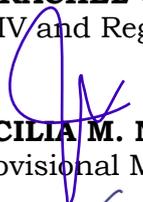
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107 **Minutes of Pre-Bid Conference**

108
109 Project No.(s) : **2021-AdmS2(009to010)-BIII-CB-022**
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112 **Vaccines)**
113
114 ABC : **PhP 8,658,300.00**
115
116 End-User : **AS – Asset Management Service**
117
118 Date & Time : **September 15, 2021; 9:00 A.M.**
119
120 Venue : **Videoconferencing through Microsoft Teams**
121

122 Concurred by:
123 **BIDS AND AWARDS COMMITTEE III**

124
125
126 
127 **ALMA RUBY C. TORIO**
128 Assistant Secretary and Vice-Chairperson

129
130 
131 **ANNE RACHEL C. MIGUEL**
132 Director IV and Regular Member

133
134 
135 **ELLA CECILIA M. NALIPONGUIT**
136 Provisional Member

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138 
139 **FRANCIS ALLEN B. DELA CRUZ**
140 Provisional Member

Welcome to the Pre-Bid Conference!



Supply and Delivery of Vaccines (Flu and Pneumococcal Vaccines)

**September 15, 2021, 9:00 A.M.
Videoconferencing through 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

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 III

Usec. TONISITO M.C. UMALI ESQ.

Chairperson

Asec. ALMA RUBY C. TORIO

Vice-Chairperson

Dir. ANNE RACHEL C. MIGUEL

Regular Member

Dir. ELLA CECILIA G. NALIPONGUIT

Mr. FRANCIS ALLEN B. DELA CRUZ

Provisional Members

DEPARTMENT OF EDUCATION

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Observers

(invited through letter dated September 8, 2021)

- **Commission on Audit (COA)**
- **NAMFREL**
- **ANSA-EAP Foundation, Inc.**
- **Phil. Chamber of Commerce & Industry**
Civil Society Organizations

Project Information

End-User / PMO: **Administrative Service – Asset Management Division (AS-AMD)**

Source of Funds: **2021 GASS Funds**

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

September 8, 2021

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

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.

DEPARTMENT OF EDUCATION

Approved Budget for the Contract (ABC)

Lot No.	ITEMS	QUANTITY (unit)	APPROVED BUDGET FOR THE CONTRACT (ABC) in Php
1	Flu Vaccine	1,995 pcs.	2,779,035.00
2	Pneumococcal Vaccine	1,995 pcs.	5,879,265.00
TOTAL			8,658,300.00

DEPARTMENT OF EDUCATION

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Project Information

Start of Issuance of Bidding Documents:

September 8, 2021

Cost of Bidding Documents:

Lot	Bidding Documents Fee
1	PhP2,700.00
2	PhP5,800.00

Bidding Documents may be downloaded at the following websites:

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

www.deped.gov.ph

Project Information

No. of Prospective Bidders that purchased the Bidding Documents

As of **September 14, 2021; 5:00 P.M.: 0**

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

Invitation to Bid and Instructions to Bidders

Prospective bidder should have completed, within a period of five (5) years immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at twenty-five percent (25%) of the ABC bid for

OR

at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least twenty-five percent (25%) of the ABC bid for; and the largest of these similar contracts must be equivalent to at least twelve and a half percent (12.5%) of the ABC to be bid.

Instructions to Bidders

For the purpose of the track-record requirement, contracts similar to the Project shall refer to the **“Supply and Delivery of Vaccines”**

For this purpose, the similar contract/s should have been completed within a period of **five (5) years** immediately preceding the deadline for the submission and receipt of bids.

Instructions to Bidders

BDS, ITB Clause 7.1 (b)

Subcontract

Subcontracting is not allowed.

Instructions to Bidders

BDS, ITB Clause 9

Request for clarifications for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

The Procuring Entity's address is:

The Chairperson

Bids and Awards Committee (BAC) III

c/o Procurement Management Service-BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph

Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity's website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.

Instructions to Bidders

BDS, ITB Clause 14.1

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

Lot No.	Description	Cost Breakdown of the Approved Budget for the Contract (ABC) Php _____	Bid Security Form & Amount (if other than Bid Securing Declaration)	
			2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit)	5% of ABC (if bid security is in Surety Bond)
1	Flu Vaccines	2,779,035.00	55,580.70	138,951.75
2	Pneumococcal Vaccines	5,879,265.00	117,585.30	293,963.25

Instructions to Bidders

BDS, ITB Clause 14.2

Bid Securities, other than a Bid Securing Declaration, shall be turned- over to the DepEd Cash Division for custody. The Bid Securing Declaration shall be for the custody of the BAC Secretariat.

The Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.

Instructions to Bidders

BDS, 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 of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids.

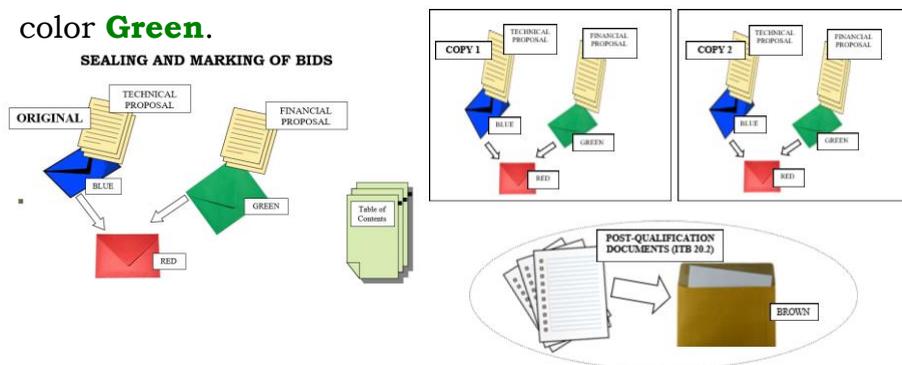
In the event of any discrepancy between the original and the copy, the original shall prevail.

Original copies of the 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 on demand by the BAC or its authorized representative(s).

Instructions to Bidders

BDS, ITB Clause 15

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**.



Instructions to Bidders

BDS, ITB Clause 15

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.

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

Instructions to Bidders

BDS, ITB Clause 15

Unsealed or unmarked bid envelopes, shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Online submission of bids is not allowed.

Instructions to Bidders

BDS, ITB Clause 19.5

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards. (23.5.1.4a).

If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the lot or lots bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

Instructions to Bidders

BDS, ITB Clause 19.5

In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the **LOCAL LEAD PARTNER**, unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.

For this purpose, the local lead partner shall be that person/organization/company identified in the Joint Venture Agreement or in the Letters of Intent (for potential JV partners) shown to have the controlling stakes in the JV.

For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.

Instructions to Bidders

BDS, 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;

Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.

NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.

- b. Certificate of PhilGEPS Registration (Platinum Membership);
- c. Certificate of Product Registration from Philippine FDA;
- d. Three (3) samples each for Flu and Pneumococcal Vaccines; and
- e. Other appropriate licenses and permits required by law and stated in this **BDS**.

DEPARTMENT OF EDUCATION

Instructions to Bidders

BDS, ITB Clause 20.2

During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:

- a. Documents to verify or support its Statement of On-going and/ or Statement identifying its Completed Contracts which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.
- b. Original copy of the submitted eligibility, technical and financial documents during bid opening.

In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class "A" documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

DEPARTMENT OF EDUCATION

Instructions to Bidders

BDS, ITB Clause 20.2

To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 20.2.

The envelope shall be placed in a brown envelope and marked:

ITB 20.2 Documents

Name of Project:

Bid Opening Date:

Name of Bidder:

Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.

DEPARTMENT OF EDUCATION

Special Conditions of Contract

GCC, SCC Clause 2.2

Schedule of Payment:

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

Delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

[NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (*Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID)*) and the Contract Management Division of the Procurement Service, Central Office.]

DEPARTMENT OF EDUCATION

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Special Conditions of Contract

GCC, SCC Clause 2.2

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 delivery site and upon submission of documents under this contract shall be as follows:

Advance Payment

An advance payment of **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.

Special Conditions of Contract

GCC, SCC Clause 2.2

For the **initial progress payments**, a minimum of 25% of the Contract Price shall be paid to the Supplier upon a minimum of 25% delivery and acceptance of Goods at the delivery site.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or in case of use in part of the retention money by reason of a call upon the warranty, the final payment shall constitute the release of the balance amount.

All progress payments shall first be charged against the advance payment until the latter has been fully recouped.

Special Conditions of Contract

GCC, SCC Clause 3

Performance Security

The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Supplier is in default of any of its obligation under the contract. The Supplier shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from DepEd, to ensure that it is in force and effect for the whole duration of the contract delivery period and until a Certificate of Final Acceptance is duly issued.

The Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.

Special Conditions of Contract

GCC, SCC Clause 5

Warranty

- A comprehensive and onsite warranty for six (6) months for the procured items will be applied. The said warranty 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).
- The obligation for the warranty shall be covered by retention money in an amount equivalent to one percent (1%) of every progress payment or a special bank guarantee equivalent to one percent (1%) of the Contract Price.
- The Supplier shall provide replacement of all vaccines found to have damaged or broken packaging prior to the acceptance of the procuring agency.

Special Conditions of Contract

GCC, SCC Clause 5

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 Special Bank Guarantee shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.

Schedule of Requirements

Lot No.	Item	Quantity (unit)	Contract Duration
1	Flu Vaccine	1,995	Thirty (30) calendar days from the date of receipt of Notice to Proceed (NTP) by the supplier.
2	Pneumococcal Vaccine	1,995	

Delivery Schedule

Complete delivery shall be made **within thirty (30) calendar days** upon receipt of **Notice to Proceed (NTP)** in coordination with **DepEd Administrative Service-Asset Management Division (AS-AMD)**.

Delivery Site

Goods/Services shall be delivered to **DepEd Central Office, Meralco Avenue, Pasig City**.

The DepEd Medical Team shall administer the vaccines to the employees at the DepEd Central Office on the following schedule:

Distribution List

ORGANIZATIONAL UNIT	NO. OF EMPLOYEES		BATCH
	Flu Vaccine	Pneumococcal Vaccine	
	Day 1-20	Day 21-40	
OFFICE OF THE SECRETARY - PROPER	127	127	1 (Day 1-5)
OFFICE OF THE CHIEF OF STAFF/UNDERSECRETARY	6	6	
OU/DIRHD	23	23	
OU/IA	8	8	
OU/PROOD	8	8	
OU/IA	46	46	
OU/CI	13	13	
OU/F	19	19	
OU/LA	25	25	
TEACHER EDUCATION COUNCIL SECRETARIAT	5	5	
OFFICE OF THE DIRECTOR - AS	13	13	
ASSET MANAGEMENT DIVISION	17	17	
CASH DIVISION	12	12	
EDUCATION FACILITIES DIVISION	39	39	
GENERAL SERVICES DIVISION	144	144	
PERSONNEL DIVISION	28	28	
RECORDS DIVISION	18	18	
OFFICE OF THE ASSISTANT SECRETARY - LEGAL AFFAIRS	7	7	2 (Day 6-10)
OFFICE OF THE DIRECTOR - LS	7	7	
INVESTIGATION DIVISION	14	14	
LEGAL DIVISION	19	19	
SITES TITLING OFFICE	2	2	
EXTERNAL PARTNERSHIPS SERVICE	7	7	
EXTERNAL PARTNERSHIPS SERVICE	10	10	
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE	35	35	
OFFICE OF THE ASSISTANT SECRETARY	10	10	
OFFICE OF THE DIRECTOR - FS	7	7	
ACCOUNTING DIVISION	22	22	
BUDGET DIVISION	31	31	
EMPLOYEE ACCOUNT MANAGEMENT DIVISION	13	13	
OFFICE OF THE DIRECTOR - ICTS	18	18	
COA	5	5	
SOLUTIONS DEVELOPMENT DIVISION	14	14	
TECHNOLOGY INFRASTRUCTURE DIVISION	28	28	
USER SUPPORT DIVISION	27	27	
OFFICE OF THE DIRECTOR - BHROD	11	11	3 (Day 11-15)
EMPLOYEE WELFARE DIVISION	10	10	
HUMAN RESOURCE DEVELOPMENT DIVISION	15	15	
ORGANIZATION EFFECTIVENESS DIVISION	13	13	
SCHOOL EFFECTIVENESS DIVISION	10	10	
OFFICE OF THE ASSISTANT SECRETARY	17	17	
OFFICE OF THE DIRECTOR - PROCS	8	8	
PROCUREMENT PLANNING AND MANAGEMENT DIVISION	16	16	
CONTRACT MANAGEMENT DIVISION	10	10	
MAC SECRETARIAT DIVISION	33	33	
OFFICE OF THE DIRECTOR - PIS	6	6	
POLICY RESEARCH AND DEVELOPMENT DIVISION	19	19	
PLANNING AND PROGRAMMING DIVISION	24	24	
EDUCATION MANAGEMENT INFORMATION SYSTEM DIVISION	18	18	
OFFICE OF THE DIRECTOR - PAS	14	14	
COMMUNICATIONS DIVISION	22	22	
PUBLICATIONS DIVISION	20	20	
OFFICE OF THE DIRECTOR - NEAP	8	8	

DEPARTMENT OF EDUCATION

Distribution List

ORGANIZATIONAL UNIT	NO. OF EMPLOYEES		BATCH
	Flu Vaccine	Pneumococcal Vaccine	
	Day 1-20	Day 21-40	
PROFESSIONAL DEVELOPMENT DIVISION	18	18	4 (Day 15-20)
QUALITY ASSURANCE DIVISION	18	18	
BAGUIO	2	2	
OFFICE OF THE UNDER SECRETARY CI	1	1	
OFFICE OF THE ASSISTANT SECRETARY	2	2	
OFFICE OF THE ASSISTANT SECRETARY - ALS TASK FORCE	4	4	
OFFICE OF THE DIRECTOR - BCD	8	8	
CURRICULUM STANDARDS DEVELOPMENT DIVISION	47	47	
SPECIAL CURRICULAR PROGRAMS DIVISION	24	24	
OFFICE OF THE DIRECTOR - BLD	8	8	
TEACHING AND LEARNING DIVISION	50	50	
STUDENT INCLUSION DIVISION	36	36	
ALS TASK FORCE	8	8	
OFFICE OF THE DIRECTOR - BLSS	10	10	
SCHOOL HEALTH DIVISION	26	26	
SCHOOLS SPORTS DIVISION	22	22	
YOUTH FORMATION DIVISION	15	15	
OFFICE OF THE DIRECTOR - BEA	6	6	5 (Day 21-25)
EDUCATION ASSESSMENT DIVISION	21	21	
EDUCATION RESEARCH DIVISION	18	18	
OFFICE OF THE DIRECTOR - PMS	4	4	
PROJECT DEVELOPMENT DIVISION	12	12	
PROJECT MANAGEMENT DIVISION	21	21	
OFFICE OF THE DIRECTOR - BLR	10	10	
LEARNING RESOURCES PRODUCTION DIVISION	60	60	
LEARNING RESOURCES QUALITY ASSURANCE DIVISION	22	22	
PRODUCTION DIVISION	2	2	
OFFICE OF THE DIRECTOR - IAS	6	6	
FINANCIAL AUDIT DIVISION	5	5	
OPERATIONS AUDIT DIVISION	6	6	
LITERACY COORDINATING COUNCIL (LCC)	11	11	
BUFFER	341	341	
TOTAL	1995	1995	

DEPARTMENT OF EDUCATION

Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Technical Specifications

I. Detailed Technical Specifications:

Supply, Delivery and Administration of Vaccines			
Product Specific Requirements			
Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
1	<p>Flu Vaccine</p> <p>Generic Name: Quadrivalent Influenza Vaccine (Surface Antigen, inactivated)</p> <p>Dosage: 15mcg/0.5ml</p> <p>Packaging: (Single dose) Type 1 pre-filled glass syringe</p> <p>With Certificate of Product Registration from Philippine FDA.</p> <p>Preferably manufactured or made in US/UK/Australia</p> <p>Vaccines shall have at least six (6) mos. shelf life from date of delivery.</p>		

Technical Specifications

2	<p>Pneumococcal Vaccine</p> <p>Generic Name: Pneumococcal 13 valent Conjugated Vaccine</p> <p>Dosage: 0.5ml pre-filled syringe</p> <p>Packaging: (Single dose) pre-filled glass vial Type 1</p> <p>With Certificate of Product Registration from Philippine FDA.</p> <p>Preferably manufactured or made in US/UK/Australia</p> <p>Vaccines shall have at least six (6) mos. shelf life from date of delivery.</p>		
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Technical Specifications

II. General Requirements:

Dosage Presentation	Vaccines should be packaged in a pre-filled sterile syringe with attached sterile needle or individual single-dose glass vials with two (2) sterile needles and one (1) sterile syringe.
Dosage Form	Suspension for injection is clear and slightly opalescent in color
Contract Duration	<ul style="list-style-type: none"> • Commencement of delivery within 30 days. • The Supplier shall ensure cold chain during the delivery and administration of vaccines to DepEd Central Office.
Medical Supplies and Paraphernalia	<p>The supplier shall provide all medical supplies and paraphernalia to be used for every batch of supply and delivery of vaccines, including but not limited to:</p> <p>Pre-Vaccination Screening Form Vaccination Cards</p>

Technical Specifications

Delivery	<ul style="list-style-type: none"> The Supplier shall be responsible for proper handling and maintaining the appropriate cold chain requirement of the vaccines during delivery. The Supplier shall supply and deliver the vaccines by 5 batches including proper storage container. The Supplier shall also provide at least one (1) storage container, including ice gel packs, that can sustain cold temperature required for the vaccines.
Warranty Terms	The Supplier shall provide replacement of all vaccines found to have damaged or broken packaging prior to the acceptance of the procuring agency.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Checklist of Technical and Financial Documents

Technical Documents

- (a) 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; **and**

- (f) 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 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Checklist of Technical and Financial Documents

Financial Documents

- (f) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Checklist of Technical and Financial Documents

II FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
and
- (b) Original of duly signed and accomplished Price Schedule(s).
(*Annex "C"*)

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.”

Deadline for Submission and Opening of Bids

September 27, 2021; 9:00 A.M.

Venue: Bulwagan ng Karunungan, G/F, Rizal Bldg.

In adherence to health protocols and to ensure the safety of everybody, all participants to the submission and opening of bids for the above project are required to present a latest negative result of rapid test/ swab test/ antigen test, before entering the premises of the Department of Education.

Only one (1) representative per bidder will be allowed entry into the premises.

Late bids shall not be accepted.

Deadline for Submission and Opening of Bids

Deadline for Letter of Clarifications:

September 17, 2021; 5:00 P.M.

Email to

depedcentral.bacsecretariat@deped.gov.ph

NOTE: Please use your official business email in sending your queries and/or clarifications.

Pre-Bid Conference

**FLOOR NOW OPEN
FOR QUERIES**



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.bacsecretariat@deped.gov.ph

Telefax: 8633.93.43 / 8636.65.42

Bids and Awards Committee III
ATTENDANCE SHEET

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

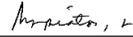
Project(s) : **Supply and Delivery of Vaccines (Flu and Pneumococcal Vaccines)**

Date : **September 15, 2021**

Time : **09:00 A.M.**

Venue : **MS Teams**

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
I. BAC Officials		BAC Secretariat Division			
Chairperson		James Ronald G. Ybiernas, SAO		Jonah Shiela B. Rañin, TA II	
Usec. Tonisito M.C. Umali, Esq. <i>Undersecretary for Legislative Affairs, External Partnerships, and Project Management Service</i>		Jessa B. Buela, AO II		Daisy A. Adriatico, TA I	
Vice-Chairperson		Raquel S. Familara, AA III		Theo Jeremiah C. Baguio, TA I	
Asec. Alma Ruby C. Torio <i>Curriculum and Instruction</i>		Marlgin de Jack S. Salayon, AA III		Jelly Anne Therese A. Dioso, TA I	
Regular Member		Ivy E. Acebo, STA II		Rubi Angeli C. Pirote, TA I	
Dir. Anne Rachel C. Miguel <i>Bureau of Human Resources & Organizational Dev't.</i>		Lady Love S. Arenas, STA II		Viktor Nigel F. Robles, TA I	
Provisional Members		Christa O. Nicolas, STA II		Roderin C. Balla, AS II	
Dir. Leila P. Areola <i>Director IV, Bureau of Learning Delivery</i>		Lauro L. Roberto, Jr., STA II		Tiffany T. Arcaya, AS II	
Ms. Mariel C. Bayangos <i>PDO V, Policy Research and Development Division</i>		May Ann D. Escorsa, STA I		Karlo Vizenzo M. Medina, AS II	
Mr. Francis Allen B. Dela Cruz <i>CAO, Personnel Division</i>		Lee Jeffrey Roedell C. Oliva, STA I		Jaycee B. Quilatan, AS II	
Dir. Ella Cecilia G. Naliponguit <i>Bureau of Learner Support Services</i>		Ruby Anna G. Balaoro, TA II		Joan B. Sabino, AS II	
Atty. Cornelio A. Pacala <i>Chief, Investigation Division</i>		Danilo P. Catague, TA II		Homer A. Silva, AS II	
Dir. Lito A. Palomar <i>OIC-Director III, Bureau of Learning Delivery</i>		Rally M. Jandoc, TA II		Adrian Paul D. Esplana, AS I	
Ms. Daisy Asuncion O. Santos <i>CEPS, Bureau of Learning Resources - Manila</i>		Paula Janine L. Manuel, TA II		Arben Allan A. Gomez, AS I	
Dir. Milagros T. Talinio <i>Director IV, Project Management Service</i>		Reyremark B. Nagallo, TA II		Christopher P. Ludovice, AS I	
		Marianes M. Parcon, TA II		Patricia P. Muñoz, AS I	

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
II. Office of the Asst. Sec. for Procurement and Administration					
Atty. Salvador C. Malana III, Assistant Secretary					
III. Procurement Management Service					
Atty. Marcelo H. Bragado, Jr., Director IV					
IV. Technical Working Group (TWG)					
Mariblanca Cornelia Piatos					
Meanvi Austria					
Rainerio Reyes					
Jessica Jane Cabral					
V. End-User Representative(s)					
Arvin Venezuela (AS-AMD)					
VI. Observer(s)					
Rhea R. Melad					



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.bacsecretariat@deped.gov.ph
 Telefax: 633.93.43 / 636.65.43

Bids and Awards Committee III

ATTENDANCE SHEET FOR BIDDERS

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

Project No. : **2021-AdmS2(009to010)-BIII-CB-022**

Projects : **Supply and Delivery of Vaccines (Flu and Pneumococcal Vaccines)**

ABC : **PhP8,658,300.00**

Date : **September 15, 2021** TIME : **9:00 AM**

Venue : **Through videoconferencing using Microsoft Teams.**

PLEASE INDICATE COMPLETE DETAILS.					Bidder has purchased BDs
No.	FULL Name of Company	Name of Representative	Contact No.	Signature	
1	Pfizer Inc.	Mr. Brian Vincent T. Reyes			
2	Affinity Health & Wellness Corporation	Mr. Karlo A. Mendez / Mr. Sean T. Cereno	09174763866		
3	Faberco Life Sciences, Inc.	Mr. Reynaldo Bautista / Mr. Eugene Layson			
4	Pharma Quest Co.	Ms. Maria Glecinda Tan	0917-3026442		
5	Iraseth Pharma, Inc.	Mr. Reniel Javier	09176325906		
6	Forgems Markting Co., Inc.	Ms. Celine Montalla			
7	P&P Medical Supplies and General Supplies	Mr. Victor C. Cadwising			
8	Medstation Biologicals Incorporated	Ms. Melody C. Enar			
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