



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

MINUTES OF THE MEETING

Name of Event : **Pre-Bid Conference for the project
Supply and Delivery of Printers and Bond Papers &
Supply and Delivery of Chest Freezers**

Date : September 25, 2020

Venue : BAC Office

Reference : Office memorandum dated September 17, 2020

Presiding : Lalaine SJ Manuntag, Ph.D BAC Chairperson

Attendance : Atty. Irelan B. Ditchon BAC Member
Ronald Jim S. Somera BAC Member
Daisy I. Darroca Alternate BAC Member
Judith G. Dingal Alternate BAC Member
Ana S. Facura Alternate BAC Member
Cristopher T. Frusa BAC TWG Member
Ray O. Lloren BAC Inspectorate Chairperson
Mary Jane C. Sunga BAC Secretariat Chairperson
Flor Angelie M. Tolondon BAC Secretariat Member
Ira Kevein H. Oregano BAC Secretariat Member
Lilibeth N. Funa, RN Division SBFP Focal Person
Joe Marie A. Tan Shock & Awe Trading
Rhandie G. Nuevarez Shock & Awe Trading
Bernadette Dichoso Starbright Office Depot, In
Koney Rose Fullon Starbright Office Depot, Inc.
Clint Junsay Precious Prince Enterprises

Absent: Felly F. Maru BAC Chairperson (OB)
Carlos G. Susarno, PhD BAC Member (OB)
Lorna T. Padua BAC Member (OB)
Hermie M. Jarra BAC Member (On leave)

Time: 10:00a.m

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Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
1. Pre-Bid Conference for the Supply and Delivery of Chest Freezers	<p>The Chairperson, Lalaine SJ Manuntag, PhD called the meeting to order at 10:00 in the morning.</p> <p>The Chair introduced the members of the Bids and Awards Committee.</p> <p>Three (3) regular BAC members and three (3) alternate BAC Members were present. The Chair declared the meeting in quorum and ready to transact official business.</p> <p>The Chair requested the prospective bidders present to introduce themselves.</p> <p>There were two (2) bidders for Printers and Bond Papers and one (1) for Chest Freezers</p> <p>The Chair requested the BAC Secretariat to read the specifications of the Chest Freezers</p> <p>Ms. Sunga read the specifications and quantity of the Chest Freezers stated in the bidding documents:</p>		

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	<p>Specifications: 5.3 cu.ftDual Function (Chiller & Freezer) R-600a Manual Temperature Control Fast Freezing Led Light Wire Rack Aluminum Inner Liner Eco-Friendly Caster Wheel Key Lock Quantity: 113 units</p> <p>Place of delivery as stated in the biding documents is DepEd- SDO South Cotabato, Alunan Ave., Koronadal City</p>	<p>Mr. Tan, representative of Shock & Awe Trading asked whether the BAC can amend/raise the specifications from 5.3 cu.ft to 5.5 cu.ft. because they can provide higher specification but within or below the approved Budget for the contract (ABC)</p> <p>Mr. Tan also asked whether delivery period may be changed to 90days</p> <p>Availability of Storage Area in the Division for 113 units</p>	<p>The BAC to accept a higher specification as long as it is within the ABC.</p> <p>Delivery period is 15 days from the receipt of NTP.</p> <p>Estimated Delivery is on November 10, 2020</p> <p>Place of Delivery will be amended through Bid Bulletin from DepEd- SDO South Cotabato, Alunan Ave., Koronadal City</p>
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			<p>to: Door to Door Delivery (Deliver to Schools) except far/hard-to-reach schools</p> <p>For far/hard-to-reach schools from Upper Valley, Dropping Area is Tupi Central School and for Lower Valley schools-Surallah Central School.</p> <p>Supplier is advised to schedule delivery on weekdays only and to give at least five days advance notice of exact date of delivery.</p> <p>The top cover must be solid with glass cover inside.</p> <p>Specifications will be amended through the bid bulletin.</p> <p>Bidders present were informed that posting of Performance Bond will be reduced from the maximum 10 days to 7 days</p>
	<p>The Chair reviewed the specifications.</p> <p>A sample picture of the Chest Freezer was presented.</p> <p>On the posting of Performance Bond, the Chair explained that the maximum number of days is 10 days, however, due to urgency of the project, the BAC will reduce the number of days to seven</p>		

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	<p>(7) days. No objection from bidders present.</p> <p>The Chair asked for more questions and clarifications.</p> <p>Mr. Tan asked what other certifications are required.</p> <p>On sealing and marking of bids, The Chair stated that instructions are found in the bidding documents as well as the list of requirements which is in page 87.</p> <p>The Chair asked for more questions and clarifications, hearing none, the pre-bid conference for the Supply and Delivery of Chest Freezers closed at 11:05 a.m.</p>		<p>For technical specifications, bidders will have to sign the statement of compliance under technical specifications found in page 72 of the bidding documents.</p> <p>Bidders must have certification of its authorized representative.</p> <p>Bidders to observe/do tabbing/earmarking of bid documents</p>
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<p>2. Pre-Bid Conference for the Supply and Delivery of Chest Freezers</p>	<p>The Chair read the specifications:</p> <p>Printer- 1000 units Monochrome, Refillable Ink Tank</p> <p>Printer Type: Print</p> <p>Paper Handling:</p> <p>Input Capacity: Up to 150 sheets-A4 / Letter Plain Paper (80 g/m²); 10-sheets-Envelope</p> <p>Output Capacity: Up to 30 sheets</p> <p>Paper Feed Method: Friction feed</p> <p>Print Speed: Draft Text - Memo, A4 (Black): Up to 32 ppm ISO 24734, A4 (Black): Up to 15 ipm</p> <p>Interfaces: USB</p> <p>Bond Paper, 86,518 reams</p> <p>Size: A4</p> <p>Substance: 20, 70gsm-</p> <p>Place of Delivery: DepEd, SDO South Cotabato, Alunan Ave., Koronadal City</p>		
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	<p>Mr. Ray Lloren was asked regarding the delivery.</p> <p>Mr. Lloren said that he will request the garage for storage. He added that he will also be requesting the Supplier to allow the division to use their pallets during storage.</p> <p>Mr. Junsay, representative of Precious Prince Enterprises asked whether two (2) different models of printer will be accepted e.g. 500 units of Epson M1100 and 500 units of M1120.</p> <p>On after-sales, bidders were asked about their service centers in case of repairs.</p> <p>Mr. Somera reminded the bidders and the body that this is a lot bidding, meaning the supplier must bid/provide both the printers and the bond papers.</p>		<p>Supplier to inform the exact delivery date in order that storage space be prepared in advance and distribution be arranged with schools.</p> <p>Upon delivery, schools to pick up immediately the items.</p> <p>Two (2) different models (one is higher specs) will be accepted as long as it complies with the specifications and the ABC.</p>
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	<p>Mr. Paredes of N.R Eustaquio Enterprises, Inc. asked (through phone call) about the required Single Largest Completed Contract, since bond papers are expendable supplies, only 25% of the ABC is required.</p> <p>During delivery, supplier is requested to provide the serial numbers of the printers.</p> <p>On submission on bids, supplier may submit bids online with password protect.</p> <p>On payment for bidding documents</p>	<p>The required SLCC is 50%</p>	<p>The BAC to amend and issue bid bulletin amending the required SLCC from 50% to 25%.</p> <p>Supplier to provide list of Printer serial numbers during delivery.</p> <p>Supplier may submit bids online with password protect, but will be required to submit a proof that they have sent the hard copy- 1 original and 2 copies prior to opening of bids (e.g. Sent thru LBC a day before the scheduled opening of bids)</p> <p>Bidders may pay bid documents thru online/bank.</p> <p>Bidders are reminded to abide by the delivery terms.</p>
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	There having no other questions and clarifications, the pre-bid conference adjourned at 11:35 a.m.		
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Prepared by:


MARY JANE C. SUNGA
BAC Secretariat Chairperson

ATTESTED:


LALAIN SJ MANUNTAG, PhD
BAC Chairperson

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