



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 Supply and Delivery of Various Equipment and Supplies (LRMS) & Supply and Delivery of Various Equipment and Supplies (IPEd)**

Date : December 1, 2020

Venue : BAC Office

Reference : Office Memorandum no. OM-OSDS-2020-076 dated November 25, 2020

Presiding : Jasmin P. Isla

Attendance	: Jasmin P. Isla	BAC Chairperson
	Lalaine SJ Manuntag	BAC Vice Chairperson
	Felly F. Maru	BAC Member
	Atty. Irelan B. Ditchon	BAC Member
	Daisy I. Darroca	BAC Member
	Ronald Jim S. Somera	Alternate BAC Member
	Rosalie M. Javing	Observer-Girl Scouts of the Phils.
	Kier Aleli C. Pantaliano	BAC Secretariat Head
	Mary Jane C. Sunga	BAC Secretariat Member
	Nelida Castillo	Program Holder-LRMS
	Marianne M. Sabod	Program Holder- IPEd
	Nida S. Seloterio	Representative-People's Gen. Merchandise
	Koney Rose Fullon	Representative-Starbright Office Depot
	Maenard Paredes	Representative-NR Eustaquio Ent, Inc.
	Clint C. Junsay	Representative-Precious Prince Ent.
	Maria Grace Dela Cruz	Representative-Bitsoftechnology Co.

Time : 10:00 a.m

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
	<p>The meeting commenced with a prayer led by Dr. Felly F. Maru.</p> <p>Ms. Pantaliano was requested to do the roll call of attendees. BAC Members and Program Holders were introduced and representatives of bidders were acknowledged.</p> <p>Five (5) members of the BAC were present, the Chairperson declared the meeting in quorum and ready to transact official business.</p>		

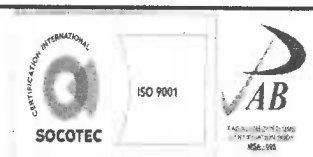
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<p><b>Pre-bid Conference for:</b>  <b>1. Supply and Delivery of Various Equipment and Supplies (LRMS) and</b>  <b>2. Supply and Delivery of Various Equipment and Supplies (Printers, Transistor Radios, Book papers)</b></p>	<p><b>Supply and Delivery of Various Equipment and Supplies (LRMS)</b>  The Chairperson read the Invitation to bid for the Supply and Delivery of Various Equipment and Supplies (LRMS).</p> <p>Name of Project: Supply and Delivery of Various Equipment and Supplies  End-user/Program Holder: LRMS</p> <p>No. of Lots: 5 Lot</p> <p>Total ABC:P 11,833,000.00</p> <p>Lot 1- Supply and Delivery of Printers and Inks</p> <p>ABC: P 11,833,000.00</p> <p>Bid documents fee: P 10,000</p> <p>Lot 2- Supply and Delivery of Bond Papers</p> <p>ABC: P 1,890,000.00</p> <p>Bid documents fee: P 5,000</p> <p>Lot 3- Supply and Delivery of Storage Devices</p> <p>ABC: P 1,070,000.00</p> <p>Bid documents fee: P 5,000</p> <p>Lot 4- Supply and Delivery of Transistor Radios</p> <p>ABC: P 1,015,000.00</p> <p>Bid documents fee: P 5,000</p> <p>Lot 5- Supply and Delivery of Audio and Visual Equipment and Supplies</p> <p>ABC: P 537,800.00</p> <p>Bid documents fee: P 1,000.00</p>		
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	<p>Delivery Period for each Lot: 20 calendar days after receipt of NTP</p> <p>The Chair read and discussed the technical specifications.</p> <p>Salient Discussion on technical specifications:</p> <ol style="list-style-type: none"> <li>Lot 1, item no. 2-Inks, Ink depends on printer in item no.1</li> <li>Lot 3, item no. 1- 32G USB</li> <li>Lot 5- item no. 17- HD Webcam USB Computer Camera with Mic Night Version, HD Webcam USB Desktop Laptop Camera Mini Plug and Play Video Calling Computer Camera with Mic Night Version LED Light Flexible Rotatable stander</li> </ol> <p>Other salient discussion:</p> <ol style="list-style-type: none"> <li>Discussion on the availability of the Printer in the market. Mr. Paredes suggested to adjust the delivery period.</li> <li>Opening of bids will be on December 14, 2020, 10:00am</li> <li>Checklist of Technical and Financial Documents</li> </ol>	<p>Mr. Paredes of NR Eustaquio Ent, Inc. asked for clarifications on item no.1- the item description and specifications of the 32G USB</p>	<p>The BAC to issue a bid bulletin to amend the item description and specification from 32G USB to Flashdrive, USB OTG, 2.0, 32GB, microtype/type C</p> <p>Correction on the specifications from night vision to night vision-to be included in the bid bulletin</p>
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Ms. Sunga read and discussed the checklist of Technical and Financial documents found in the last page of the PBD.

For SLCC, the BAC will allow at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies]. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

Bidders are reminded of the forms to be used particularly the new Omnibus Sworn Statement.

Bidders may download the forms e.g. Bid Securing Declaration, Omnibus Sworn Statement, Price Schedule and Bid Form from GPPB website: [www.gppb.gov.ph](http://www.gppb.gov.ph)

Printed copies of the forms will be included in the bidding documents.

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**Supply and Delivery of Various Equipment and Supplies (Printers, Transistor Radios, Book papers)**

The Chairperson read the Invitation to bid for the Supply and Delivery of Various Equipment and Supplies (Printers, Transistor Radios, Book papers)

Name of Project: Supply and Delivery of Various Equipment and Supplies (Printers, Transistor Radios, Book papers)

End-user/Program Holder: IPEd

No. of Lots: Single lot with 3 items

ABC:P 1,140,680.00

Bid documents fee: P 5,000

Delivery Period: 20 CD after receipt of NTP

The Chair read and discussed the specifications of the 3 items:

1. Printer- 74 units colored printer
2. Transistor Radios- 201 units, rechargeable with USB port
3. Bookpaper, 2061 reams A4 size sub. 20, 70gsm

The Chair after discussing the technical specification asked prospective bidders for more clarifications.

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	<p>Mr. Paredes asked about warranty of the transistor Radios</p> <p>The Chair said upon delivery/receipt and inspection Transistor Radios must function. (Note: Warranty is 1 year after acceptance for non-expendable supplies (Sec. 62.1 of the RIRR of RA 9184)</p> <p>Mr. Junsay from Precious Prince Ent. asked about their eligibility because they don't have an experience on Transistor radios, only printers and bond papers.</p> <p>The Chair said he can join as long as transistor radios or similar equipment is included in their business permit/BIR certificate of registration.</p> <p>The Chair reminded the prospective bidders that being the lowest bidder is not guarantee that they will be awarded the project. The project will be awarded to the responsive bidder.</p> <p>Mr. Paredes asked whether delivery period is 20 days only.</p> <p>The Chair said that the BAC will stick with the 20 days delivery period as of now. The BAC will be meeting the end-users after this meeting.</p> <p>The Chair advised the prospective bidders to refer their queries to BAC Secretariat.</p>		
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	There having no other questions and clarifications, the pre-bid conference adjourned at 11:40 a.m.		
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Prepared by:

**KIER ALELI C. PANTALIANO**  
BAC Secretariat Head

ATTESTED:

**JASMIN P. ISLA**  
BAC Chairperson

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