



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

**MINUTES OF THE MEETING**

Name of Event : **Pre-Bid Conference**  
 Date : December 11, 2020  
 Venue : BAC Office  
 Reference : Office Memorandum dated December 9, 2020  
 Presiding : Jasmin P. Isla  
 Attendance : Jasmin P. Isla BAC Chairperson  
 BAC Office : Lalaine SJ Manuntag, PhD. BAC Vice Chairperson  
 Atty. Irelan B. Ditchon BAC Member  
 Daisy I. Darroca BAC Member  
 Kier Aleli C. Pantaliano BAC Secretariat Head  
 Mary Jane C. Sunga BAC Secretariat Member  
 Mark Lester Caspillo BAC Secretariat Member  
 Dr. Ma. Conception J. Sudayan Program Holder  
 Donnie Arthur Bautista Bidder- Rednit Pharma  
 Albert Escobar Bidder- Trey-D Enterprises

Online : Laforteza Pharmacy  
 Berovan Marketing  
 168 Paragon International Gen. Contractor & Equipment

Absent : Felly F. Maru BAC Member (OB)

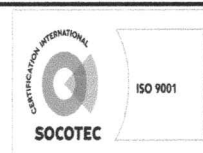
Time : 10:00 a.m

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
	<p>The meeting commenced with a prayer led by Ms. Darroca.</p> <p>Ms. Sunga was requested to do the roll call of attendees. Prospective Bidders present were acknowledged and BAC members were introduced. Four (4) out of five (5) BAC members were present.</p> <p>The Chairperson declared the meeting in quorum and ready to transact official business.</p>		
<p><b>Pre-bid Conference for</b>  <b>a.) Supply and Delivery of Hygiene Kits</b></p>	<p><b>Pre-bid Conference for Supply and Delivery of Hygiene Kits</b></p> <p>The Chairperson read the invitation to bid and discussed the following:</p>		

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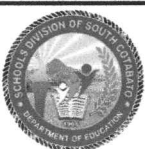
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<p><b>b.) Supply and Delivery of Drugs and Medicines, Medical and Dental Equipment and Supplies</b></p> <p><b>c.) Supply and Delivery of Audio Equipment</b></p>	<p>a. Name of the project: Supply and Delivery of Hygiene Kits</p> <p>b. ABC: P 5,614,000.00</p> <p>c. Bid documents fee: P 10,000.00</p> <p>d. Opening of bids: December 23, 2021</p> <p>e. Packaging: packed in transparent plastic with zip/re-sealable</p> <p>The Chair discussed each items and the corresponding technical specifications.</p> <p>Salient points on the discussion on Technical Specifications:</p> <ol style="list-style-type: none"> <li>Quantity of Hygiene Kit: 112,280.00@ P50.00/pack</li> <li>Inclusions per kit/pack: <ul style="list-style-type: none"> <li>1 Kiddie toothbrush</li> <li>1 Toothpaste in sachet</li> <li>1 bar soap</li> <li>1 face towel (white)</li> </ul> </li> <li>Queries on the requirement Certificate of Product Registration from FDA for all the items included in the kit - as long as</li> </ol>		<p>Packaging: kit is individually packed in transparent plastic with zip/re-sealable plastic</p> <p>Toothbrush must not be disposable.</p> <p>Toothpaste flavor: not spicy (maanghang) for the children- Kinder to Grade 6</p> <p>Bar soap must be antibacterial</p> <p>BAC to issue bid bulletin for clarification on specification of bar soap</p>
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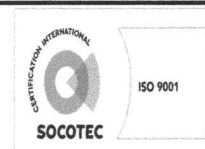
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	<p>items/products are existing locally and proven to be safe or products are commonly used in the country.</p> <p>The Chair read and discussed the Checklist of Technical and Financial Documents</p> <p>Salient points on the discussion on Checklist of Technical and Financial Documents:</p> <ol style="list-style-type: none"> <li>1. Bidders are reminded to be careful in preparing their bid documents, documents must be duly signed</li> <li>2. Bid Forms will be included in the bidding documents</li> <li>3. Bidders are required to submit original, copy 1 and copy 2 of the technical and Financial components of their bids in 1 envelope (for manual submission)</li> <li>4. For online submission of bids: bidders must submit the scanned copies of its technical and financial documents in one file with password to be given to BAC during the bid opening on December 23, 2020. Bids must be submitted on or before the deadline.</li> <li>5. To ensure that products meet the minimum requirements, bidders will be required to submit actual product sample. During the bid opening, end-user will check the actual samples.</li> </ol>		<p>To be included in the in the checklist: the submission of actual sample of the items on or before the opening of bids.</p>
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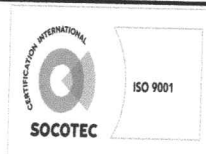
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	<p>Bidders must submit on or before the opening of bids a separate envelope for the actual samples.</p> <p>The Chair asked the bidders for more questions.</p> <p>Bidders were asked if they can deliver within 30 days.</p> <ul style="list-style-type: none"> <li>- Bidders asked for additional days due to the delays in the delivery because of the pandemic.</li> <li>- Bidders may deliver partially as long as delivery completion is within the delivery period.</li> </ul> <p>On the query whether General Merchandise suppliers/bidders can join the bidding</p> <ul style="list-style-type: none"> <li>- depends on their line of business indicated in their business permits and in their COR issued by the BIR</li> <li>- the BAC will check the line of business of the bidder/supplier</li> </ul> <p>The Chair asked the bidders if they can deliver the same items /same brand?</p> <p>Bidders said they can deliver same items/brand.</p> <p>The Chair asked for more questions or clarifications from the bidders, having heard none, she informed them that bid documents are ready and they can purchase at any time from today to December 23, 2020.</p>		<p>To be included in the Bid bulletin.</p> <p>Financial component will not be opened if there's no actual sample submitted.</p> <p>To be included in the bid bulletin: Amend the delivery period from 30 CD after receipt of NTP to 45 CD after receipt of NTP</p> <p>The BAC will allow a maximum of 3 variations of each item.</p>
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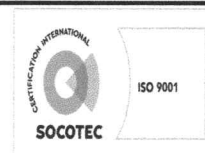
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### **Pre-bid Conference for Supply and Delivery of Drugs and Medicines, Medical and Dental Equipment and Supplies**

The Chairperson read the invitation to bid and discussed the following:

- a. Name of the project:  
Supply and Delivery of  
Drugs and Medicines,  
Medical and Dental  
Equipment and Supplies
- b. No. of lots: 3  
Lot 1- Supply and Delivery  
of Medical Equipment and  
Supplies  
Lot 2- Supply and Delivery  
of Drugs and Medicines  
Lot 3- Supply and Delivery  
of Medicines and Dental  
Equipment and Supplies
- c. ABC  
Lot 1- PhP 1,657,010.00  
Lot 2- PhP 434,099.00  
Lot 3- PhP 872,690
- d. Bid documents fee:  
  
Lot 1- PhP 5,000.00  
Lot 2- PhP 500.00  
Lot 3- PhP 1,000.00
- e. Opening of bids: December  
23, 2021

The Chair discussed each item and the corresponding technical specifications.

Salient points on the discussion on Technical Specifications:

1. Under Lot 1- Weighing Scale, specifications, quantity and unit price

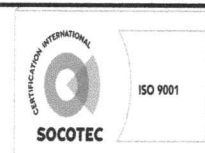
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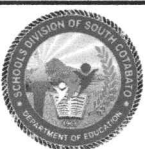
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	<p>will be reviewed by the end-user</p> <p>2. The missed item not included in the list of items- item no.68 in the PR- 18pcs Mechanical Measuring Tape @ P 1,250.00 per pc</p> <p><b>Pre-bid Conference for the Supply and Delivery of Audio Equipment</b></p> <p>The Chairperson read the invitation to bid and discussed the following:</p> <ol style="list-style-type: none"> <li>a. Name of the project: Supply and Delivery of Audio Equipment</li> <li>b. ABC: P 599,900.00</li> <li>c. Bid documents fee: P 1,000.00</li> <li>d. Opening of bids: December 23, 2021</li> <li>e. Delivery period: 30 calendar days after receipt of NTP</li> </ol> <p>The Chair discussed the two items and the corresponding technical specifications.</p> <ol style="list-style-type: none"> <li>1. Item no.1: <b>Trumpet Horn Speaker</b>, 15w, for Public Address System</li> <li>2. <b>Transistor Radio</b>, rechargeable-AC, DC, &amp; Solar, AM/FM Bluetooth Radio with USB/SD/TF MP3</li> </ol>		<p>The BAC will issue a Bid Bulletin to amend the specifications, quantity and unit price of the item</p> <p>Item no. 68 in the PR-to be included in the bid bulletin- 18pcs Mechanical Measuring Tape @ P 1,250.00 per pc</p> <p>Bidders are advised to refer their clarifications earlier or at least 8 days before the scheduled</p>
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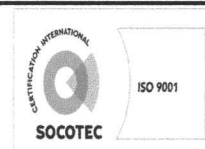
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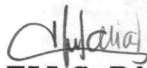
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	<p>There having no more questions and clarifications, the pre-bid conference adjourned at 12:15 pm.</p>		<p>bid opening in order that a bid supplement/bulletin be issued if necessary.</p>
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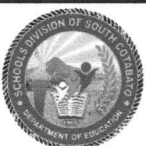
Prepared by:

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

ATTESTED:

  
**JASMIN P. ISLA**  
BAC Chairperson

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