



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 PRINTING AND DELIVERY OF SELF-LEARNING MATERIALS FOR GRADES 1 TO 3 OF QUARTER 1-4 FOR SY 2023-2024 AND PRE-PROCUREMENT CONFERENCE OF SUPPLY AND DELIVERY OF SUPPLIES AND EQUIPMENT FOR DEVELOPMENT OF RADIO-BASED LESSONS, VIDEO LESSONS, INTERACTIVE AND PRINT MATERIALS AND SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND JANITORIAL SUPPLIES OF DEPED SCHOOLS DIVISION OF SOUTH COTABATO FOR THE 3RD AND 4TH QUARTER OF CY 2023**

Date: **August 16, 2023**

Venue: **Bids and Awards Committee Office**

Reference: None

Presiding Officer: **JASMIN P. ISLA**
 ASDS/BAC CHAIRPERSON

Time: **9:20 a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAINÉ SJ. MANUNTAG, BAC Vice Chairperson
3. CRISTOPHER T. FRUSA, BAC Member
4. DAISY I. DARROCA, BAC Member
5. LEOMEL LEDDA – End User
6. RODEL H. CATUBAY – SEPS, BAC Secretariat Head
7. KIER ALELI PANTALIANO, BAC Secretariat
8. IRA KEVIN OREGANO, BAC Secretariat
9. JOSE MARI DE JESUS, St. Anthony Press
10. JOHN ALWIN SUERTE – Wilmond Printing Press
11. JAMES B. ALEJO, Midtown Printing Company, Inc.
12. OFELIA DE GUZMAN, Forgems Corp.
13. AILEEN MONTEALTO, JGH Business Solutions
14. WINNIE CIELO BAÑES, Max Copy Center, Cebu City

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
I. Preliminaries	Prayer was led by Ms. Daisy I Darroca and followed by roll call of participants by BAC Secretariat Head Rodel H. Catubay, then declared the meeting in quorum.	N/A	N/A

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II. Reading and Consideration of the previous minutes	N/A	N/A	N/A
III. Presentation of Agenda	Chairperson Isla presented the agenda: Pre-Bid Conference for: a.) Printing and delivery of Self-Learning Materials for grades 1 to 3 of quarter 1-4 for SY 2023-2024 b.) Pre-procurement conference of Supply And Delivery of Supplies And Equipment for Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials and Supply And Delivery of Various Office Supplies and Janitorial Supplies of Deped Schools Division of South Cotabato for the 3 rd and 4 th quarter of CY 2023	N/A	N/A
IV. Business Proper a.) Supply and Delivery of Smart TV for the Provision of Learning Resources for SY 2022-2023 in the Implementation of BE-LCP	The BAC meeting will take place over face to face and Google meet and the ITB was presented to the body. BAC Chairperson instructed the BAC Secretariat Head to read the ITB and its technical specifications of the		

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	<p>project Printing and delivery of Self-Learning Materials for grades 1 to 3 of quarter 1-4 for SY 2023-2024 with reference no. DSC-23-08-096 and the ABC of P 15,406,050.00.</p> <p>Ms. Chair then discussed and requested for any clarifications and project-related suggestions from all prospective bidders after reading the project's technical specifications.</p> <p>Ms. Winnie Cielo Bañes of Max Copy Center representative asked the complete list of subjects for modules.</p> <p>Mr. James Alejo of Midtown Printing Company requested a breakdown of modules per school and the dropping point for the delivery of modules.</p> <p>Ms. Chair informed the prospective bidders that the place of delivery is only one dropping point at the Supply Office of DepEd Schools Division of South Cotabato and to pack per bundle per school. Ms. Chair added that the list of schools will be provided by the program holder and will be forwarded to the lowest</p>		<p>Ms. Chair acknowledged Ms. Bañes and requested the Secretariat to show the list to the body.</p>
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	<p>calculated and responsive bidder.</p> <p>Ms. Chair informed the prospective bidders that they will still have to wait for the final instruction from the end-user if this particular feature and to include in the Supplemental Bid Bulletin if necessarily needed.</p> <p>Ms. Chair presented to the body the sample module.</p> <p>Ms. Aileen Montealto of JGH Business Solutions asked the price for the number of pages per modules and asked for confirmation of the list of subjects, if only Math, English and Filipino.</p> <p>Ms. Chair confirmed the list of subjects for Grades 1 to 3 (Math, English and Filipino) as provided in the List of SLMs to be printed to Ms. Montealto and the price per page is uniformed of Php 0.50.</p> <p>Mr. John Alwin Suerte asked if the number of pages per modules are divisible by 4.</p> <p>Mr. Leomel Ledda the end-user answered that</p>		
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	<p>not all modules per subject are divisible by 4.</p> <p>Mr. Suerte added if the design of the front cover is uniform.</p> <p>Mr. Ledda, conformed that only to change every grade level and title and to include DepEd Logo as per Region Memorandum.</p> <p>Ms. Chair added to include customized DepEd South Cotabato Logo in printing modules to identify the accountability of the modules is exclusively for DepEd South Cotabato Division.</p> <p>Ms. Montealto of JGH Business Solutions asked for confirmation the number of pages per module is not divisible by 4 and saddle stitch.</p> <p>Ms. Chair confirmed that not all modules and divisible by 4 and informed to add-on extra pages in printing the modules per subject. She also added that lost/extra pages has no allocation only on the total no. of pages stated in the bidding documents are counted with 30,812,100 pages and all information is</p>		
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	<p>based on the Region Memo.</p> <p>Ms. Bañes asked the BAC Members on the price schedule will be based per lot or cost per item.</p> <p>Ms. Chair responded that the costing of bid price is per lot.</p> <p>Ms. Bañes added on the SLCC of how many percent and years will be credited upon submission of bidding documents.</p> <p>Ms. Chair responded to Ms. Bañes of 25% for goods and in three (3) consecutive years.</p> <p>Ms. Chair asked other BAC Members for additional information to the prospective bidders.</p> <p>Mr. Jose Mari De Jesus of St. Anthony Press, clarifies on the saddle stitch or staple for SLMs.</p> <p>Ms. Chair confirmed that modules must be saddle stitch.</p> <p>Mr. Suerte of Wilmond Printing Press asked that quotation is based on the no. of pages times the bid quotation of the total</p>		
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	<p>number of pages (30,812,100) for one (1) lot.</p> <p>Ms. Chair responded that bid quotations must be per lot and requested Mr. Catubay, BAC Secretariat Head to read the Checklist for Technical and Financial Documents.</p> <p>Ms. Bañes asked the number of copy upon submission of bidding documents.</p> <p>Ms. Chair informed to the prospective bidders to submit Original Copy, Copy 1 and Copy 2 of Technical and Financial Document on a separate envelope. She reiterated on the Technical Envelope composed of Original Copy, Copy 1 and Copy 2, the same with the Financial Envelope, Original Copy, Copy 1 and Copy 2, sealed both envelopes and merged in to one envelope.</p> <p>Ms. Chair added that all necessary documents must be present during the opening of bid and ensures to follow the guidelines of RA 9184.</p>		
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	<p>Mr. Suerte of Wilmond Printing Press asked with regards to 3 years of SLCC if upon conformed of PO or NTP.</p> <p>Ms. Chair asked other BAC Members as to what to consider of SLCC.</p> <p>Ms. Montealto asked if the submission of bidding documents is through manual or electronic submission.</p> <p>All prospective bidders were advised by Ms. Chair that the two bidding components must be present especially the bid price schedule and the bid amount form must have the same amount and failure to do so shall be ground for disqualification. Also, she informed the deadline for submission is on August 30, 2023, at 10:00a.m. and late submissions will not be accepted. She also added that submission through email are allowed and only to acknowledge in the loop are those who purchased the bidding documents. The amount of bidding documents is</p>		<p>BAC Members agreed to follow that bidders must submit SLCC documents on the date received of NTP.</p> <p>Ms. Chair requested the BAC Secretariat to issue a supplemental bid bulletin as follows: to include DepEd South Cotabato Division Logo and to follow the prescribe logo size and printing press</p>
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<p>b. Pre-procurement conference of Supply And Delivery of Supplies And Equipment for Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials and Supply And Delivery of Various Office Supplies and Janitorial Supplies of Deped Schools Division of South Cotabato for the 3rd and 4th quarter of CY 2023</p>	<p>Php 25,000.00 and payment is made through over the counter payment or bank deposit.</p> <p>Ms. Chair also informed to the prospective bidders that the number of days for delivery of Printing of SLMs is within the duration of 45 calendar days.</p> <p>Ms. Chair ended the discussion of 1st agenda and continued the discussion for the next agenda, the Pre-procurement conference of Supply And Delivery of Supplies And Equipment for Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials and Supply And Delivery of Various Office Supplies and Janitorial Supplies of Deped Schools Division of South Cotabato for the 3rd and 4th quarter of CY 2023.</p> <p>She first discussed the Supply And Delivery of Supplies And Equipment for Development Of Radio-Based Lessons, Video Lessons, Interactive and Print Materials.</p>		<p>name in printing SLMs.</p>
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	<p>Ms. Chair suggested to the other BAC Members on the number of days for delivery is 30 calendar days.</p> <p>The project is for 1 lot, Pre-Bid Conference schedule will be on August 25, 2023 and the opening of bids will be on September 6, 2023, 10:00 in the morning at BAC Office of DepEd SDO of South Cotabato.</p> <p>Ms. Chair proceeded the pre-procurement conference for the next project Supply and Delivery of Various Office Supplies and Janitorial Supplies of Schools Division Office of South Cotabato for the 3rd and 4th Quarter CY 2023 with the ABC of Php 951,851.20.</p> <p>She suggested to the body to schedule the opening of bids on August 30, 2023, 10:00 A.M and not to conduct pre-bid conference in</p>		<p>BAC Members agreed the 30 calendar days of delivery, the pre-bid conference schedule on August 25, 2023 and the opening of bids on September 6, 2023, 10:00 in the morning for the Supply And Delivery of Supplies And Equipment for Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials</p> <p>BAC agreed on the schedule of opening of bids on August 30, 2023 and not to conduct pre-bid conference for the project Supply and Delivery of Various Office Supplies and Janitorial Supplies of Schools Division Office of South Cotabato for the 3rd and 4th Quarter CY 2023.</p>
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	consideration of the project is below 1 Million.		
V. Closing	There were no other matters being discussed. The meeting was adjourned by Ms. Lalaine SJ. Manuntag and moved to close by Mr. Cristopher Frusa at 10:24 a.m.	N/A	

Prepared by:

RODEL H. CATUBAY
SEPS/BAC Secretariat Head

ATTESTED:

JASMIN P. ISLA
BAC Chairperson/ Presiding Officer

KACP/MoM- Pre-bid conference for the printing and delivery of self-learning materials for grades 1 to 3 of quarter 1-4 for sy 2023-2024 and pre-procurement conference of supply and delivery of supplies and equipment for development of radio-based lessons, video lessons, interactive and print materials and supply and delivery of various office supplies and janitorial supplies of deped schools division of south cotabato for the 3rd and 4th quarter of cy 2023/ August 22, 2023

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