



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 SUPPLIES AND EQUIPMENT FOR DEVELOPMENT OF RADIO-BASED LESSONS, VIDEO LESSONS, INTERACTIVE AND PRINT MATERIALS**

Date: **August 25, 2023**

Venue: **Bids and Awards Committee Office**

Reference: None

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

Time: **10:05 a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAINA SJ. MANUNTAG, BAC Vice Chairperson - Absent
3. CRISTOPHER T. FRUSA, BAC Member – O.B
4. DAISY I. DARROCA, BAC Member – O.B
5. RONALD JIM S. SOMERA, BAC Member
6. MILROSE P. CASERES, Alternate BAC Member
7. VINCENT UMADHAY – End User
8. RODEL H. CATUBAY – SEPS, BAC Secretariat Head
9. KIER ALELI PANTALIANO, BAC Secretariat
10. IRA KEVIN OREGANO, BAC Secretariat
11. ENELIO KIANAN, Photopro
12. REX MARVIN PASTOR – IT Avenue General Merchandise-Koronadal
13. ERWIN BELGERA, IT Avenue General Merchandise-Koronadal

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

SDOSC-OSDS-DIO-MoM-v3.0r0.0, effective 04/06/2020



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	a. Supply And Delivery Of Supplies And Equipment For Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials		
IV. Business Proper a.) Supply And Delivery Of Supplies And Equipment For Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials	<p>The BAC meeting will take place over face to face and Google meet and the ITB was presented to the body.</p> <p>BAC Chairperson instructed the BAC Secretariat Head to read the ITB and its technical specifications of the project Supply And Delivery Of Supplies And Equipment For Development Of Radio-Based Lessons, Video Lessons, Interactive And Print Materials with reference no. DSC-23-08-098 and the ABC of P 2,195,950.00.</p> <p>Ms. Chair then discussed and requested for any clarifications and related suggestions from all prospective bidders after reading the project's technical specifications.</p> <p>Mr. Pastor, IT Avenue Representative, asked for if the project is for 1 lot.</p>		

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	<p>Followed by a clarification from Mr. Belgera, representative from the same company with regards to the Ink, to require for a certificate of authenticity from the exclusive manufacturer.</p> <p>Ms. Chair acknowledged Mr. Pastor and Mr. Belgera of IT Avenue.</p> <p>Ms. Chair informed that ink must be authentic and validation of certificate of authenticity shall be presented during post qua evaluation of the lowest calculated bidder.</p> <p>Ms. Chair proceeded to read the checklist of technical and financial documents to be submitted during opening. She added, that in absence of one document will be ground for disqualification. Then discussed the proper sealing of envelope for technical and financial envelope that includes original copy, copy 1 and copy 2. She also informed the opening of bids will be on September 6, 2023, 10:00 in the morning.</p> <p>Mr. Kianan of Photopro</p>		
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	<p>asked the price of the bidding documents.</p> <p>Mrs. Chair informed the body the price of bidding documents is five thousand pesos (P 5,000.00).</p> <p>Mr. Kianan of Photopro added if during post qua evaluation, original copy of eligibility documents and actual product shall be presented.</p> <p>Ms. Chair agreed to the inquiry of Mr. Kianan and ask the other prospective bidders for other clarification.</p> <p>The delivery period for the project is 30 calendar days and the delivery place will be at the Supply Office of Schools Division Office.</p> <p>Mr. Kianan of Photopro asked if the brand is the same from the Region.</p> <p>Ms. Chair clarify that brands are from the request of the program holder.</p> <p>Ms. Chair asked prospective bidders for other clarification and ended the pre-bid conference.</p>		
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V. Closing	There were no other matters being discussed. The meeting was adjourned and moved to close by Ms. Milrose P. Caseres and seconded by Mr. Ronald Jim S. Somera at 10:58 a.m.	N/A	
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Prepared by:

RODEL H. CATUBAY
SEPS/BAC Secretariat Head

ATTESTED:

JASMIN P. ISLA
BAC Chairperson/ Presiding Officer

KACP/MoM- Pre-Bid Conference for the Supply and Delivery of Supplies and Equipment for Development of Radio-Based Lessons, Video Lessons, Interactive and Print Materials / August 25, 2023

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