



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

Date: **October 27, 2023**

Venue: **Bids and Awards Committee Office**

Reference: None

Presiding Officer: **JASMIN P. ISLA**

ASDS/BAC CHAIRPERSON

Time: **10:00 a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAIN SJ. MANUNTAG, BAC Vice-Chairperson – On Leave
3. CRISTOPHER FRUSA, BAC Member – OB
4. RONALD JIM S. SOMERA, BAC Member
5. DAISY I. DARROCA, BAC Member
6. NELIDA A. CASTILLO – End User
7. LEOMEL LEDDA – End User
8. ROSALIE M. JAVING – GSP Koronadal Chapter
9. IRA KEVIN H. OREGANO, BAC Secretariat
10. KIER ALELI C. PANTALIANO, BAC Secretariat
11. ERWIN BELGERA – IT Avenue
12. JULIET CASTILLANO – Online Computer Center
13. DONNA KYLA PANGO – Queen Airetech Industrial and Services
14. JHEFFREY PILLE – Avid Sales Corp.
15. SKYLA REGONIA – Avid Sales Corp.

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 Mr. Ronald Jim S. Somera, three (3) out of five (5) regular members were present, then declared the meeting in quorum.	N/A	N/A
II. Reading and Consideration of the previous minutes	N/A	N/A	N/A

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III. Presentation of Agenda	<p>Presiding Officer requested, Ms. Jasmin Isla, BAC Chairperson requested Ronald Jim S. Somera, BAC Member to present the agenda of the meeting: Pre-Bid Conference for:</p> <p>DSC-23-08-098 - Supply and Delivery of Learning Resources Supplies and Equipment for the Development of Radio-Based Lessons, Video Lessons, Interactive and Print Materials</p>	<p>N/A</p>	<p>N/A</p>
IV. Business Proper a.) Pre-Bid Conference	<p>The BAC meeting took place over face to face and Google meet and the ITB was presented to the body.</p> <p>Mr. Somera instructed Mr. Leomel Ledda, LRMS End-User, to read the ITB and its technical specifications of the project Supply and Delivery of Learning Resources Supplies and Equipment for the Development of Radio-Based Lessons, Video Lessons, Interactive and Print Materials with ABC of P 2,195,950.00 in 1 lot.</p> <p>Ms. Chair then requested Mr. Somera to discuss and requested for any clarifications and project-related</p>		

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	<p>suggestions from all prospective bidders after reading the project's technical specifications.</p> <p>Ms. Juliet Castellano, representative of Online Computer Center asked to the BAC Members the item Laptop Unit specifically the Microsoft Office Apps (Word, Excel and Powerpoint) were cracked or licensed.</p> <p>Mr. Ledda, end-user emphasized as they prefer for licensed Microsoft Office.</p> <p>Mr. Somera, read and emphasized every statement for the invitation to bid specifically the following:</p> <p>Paragraph 2 which states: The DepEd-Schools Division of South Cotabato now invites bids for the above Procurement Project. Delivery of the Goods is required forty-five (45) calendar days from the receipt of Notice to Proceed. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project.</p>		
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	<p>Paragraph 3 states: Prospective Bidders may obtain further information from BAC Secretariat Office, DepEd-Schools Division of South Cotabato, Alunan Avenue, Koronadal City and inspect the Bidding Documents at the address given below during Mondays to Fridays, 8:00am to 5:00pm</p> <p>Paragraph 4: A complete set of Bidding Documents may be acquired by interested Bidders on October 19, 2023 to November 10, 2023 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to BAC Office, DepEd-Schools Division of South Cotabato</p> <p>Paragraph 5: The DepEd-Schools Division of South Cotabato will hold a Pre-Bid Conference¹ on</p>		
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¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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	<p>October 27, 2023, 10:00 AM at BAC Office, Schools Division of South Cotabato, Alunan Ave., Koronadal City and/or through video conferencing or webcasting via Google Meet or Zoom, which shall be open to prospective bidders</p> <p>and Paragraph 8: Bid opening shall be on November 10, 2023, 10:00 AM at the given address below Bids and Awards Committee Office, DepEd Schools Division of South Cotabato, Alunan Avenue, Koronadal City and/or via Google Meet or Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Mr. Jheffrey Pille of Avid Sales Corp., asked if the award for the project is per lot or per item.</p> <p>Mr. Somera answered Mr. Pille, that the project is awarded per lot. He also added that bidders shall quote per item but the award is per lot, and firmly informed that failure to quote each item will be ground for disqualification of bid.</p>		
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	<p>Ms. Juliet Castellano added a clarification on the ABC if it is per lot?</p> <p>Mr. Somera, answered Ms. Castellano that ABC for the project is for one lot.</p> <p>Mr. Somera, instructed to the prospective bidders, the proper sealing of bidding documents envelope. He emphasized that number of copies to be submitted are one original copy, copy 1 and copy 2 per technical and financial component envelope.</p> <p>Mr. Somera proceeded to reading the Checklist of Technical and Financial Document with earmark per document. He also emphasized the Statement of all on-going contract template, if no on-going contracts, still to include and mark as “N/A or NONE”.</p> <p>Mr. Jheffrey Pille of Avid Sales Corporation asked on the SLCC for the project is categorized as ICT equipment.</p> <p>Mr. Somera answered and commended as ICT equipment.</p> <p>Mr. Somera firmly informed to the</p>		
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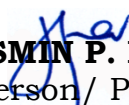
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	<p>prospective bidders that absence and failure to submit other documents will be ground for disqualification.</p> <p>Mr. Somera asked to the body for more clarifications, additional instructions and other project-related suggestion, then declared none.</p>		
V. Closing	<p>There were no other matters being discussed. The meeting was adjourned by Ms. Daisy I. Darroca, seconded by, Ms. Nelida A. Castillo and moved to close by Mr. Ronald Jim Somera at 10:45 a.m.</p>	N/A	

Prepared by:


RODEL H. CATUBAY
SEPS/BAC Secretariat Head

ATTESTED:


JASMIN P. ISLA
BAC Chairperson/ Presiding Officer

KACP/MoM- pre-bid conference
0000/October 27, 2023

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