



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: 1.) SUPPLY AND DELIVERY OF OFFICE TABLES AND CHAIRS FOR DEPED SDO OF SOUTH COTABATO (EPA); 2.) PROCUREMENT OF SRA READING LABORATORY MATERIALS; 3.) PROCUREMENT OF ENGLISH READING KIT LEVEL 2; 4.) PROCUREMENT OF SENIOR HIGH SCHOOL REFERENCE BOOKS; AND 5.) SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES FOR DEPED SDO OF SOUTH COTABATO CY 2024 (EPA)**

Date: **December 29, 2023**

Venue: **Bids and Awards Committee Office**

Reference: None

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

Time: **10:09 a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAINÉ SJ. MANUNTAG, BAC Vice-Chairperson - OB
3. CRISTOPHER FRUSA, BAC Member
4. RONALD JIM S. SOMERA, BAC Member
5. DAISY I. DARROCA, BAC Member
6. MARICHU JEAN DELA CRUZ – End User
7. ZYNAFE CAIJO – End User
8. ROSALIE M. JAVING – GSP Koronadal Chapter
9. IRA KEVIN H. OREGANO, BAC Secretariat
10. KIER ALELI C. PANTALIANO, BAC Secretariat
11. ANJIE MACARIO – Abiva Publishing Inc.
12. JERIC BELLO – Kristin Educational Exp. Publishing
13. MAY JOY CELDA – MPST School and Office Supplies Depot -Via Google Meet
14. O & E Office and School Supplies – Via Google Meet
15. Donna Estanislao – Distintive Blinds & Office System Inc. – Via Google Meet
16. Marveluz Bagares – Gabriel Import & Export Inc. – Via Google Meet

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
<b>I. Preliminaries</b>	Prayer was led by Ms. Daisy I. Darroca and followed by roll call of participants by Mr. Ronald Jim S. Somera, four (4) out of five (5)	N/A	N/A

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	regular members were present, then declared the meeting in quorum.		
<b>II. Reading and Consideration of the previous minutes</b>	N/A	N/A	N/A
<b>III. Presentation of Agenda</b>	<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> <ul style="list-style-type: none"> <li>a. DSC-23-12-185 – Supply and Delivery of Office Tables and Chairs for DepEd SDO of South Cotabato (EPA)</li> <li>b. DSC-23-12-191 – Procurement of SRA Reading Laboratory Materials</li> <li>c. DSC-23-12-192 – Procurement of English Reading Kit Level 2</li> <li>d. DSC-23-12-193 – Procurement of Senior High School Reference Books</li> </ul>	N/A	N/A

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	e. DSC-23-11-164 Supply and Delivery of Various Office and Janitorial Supplies for DepEd SDO of South Cotabato CY 2024 (EPA)		
<b>IV. Business Proper</b>  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>Ms. Chair then read the project specifications and its approved budget of the contract on the procurement of books:</p> <p>DSC-23-12-191 – Procurement of SRA Reading Laboratory Materials <b>ABC: P 3,975,000.00</b> with P5,000.00 bidding docs fee</p> <p>DSC-23-12-192 – Procurement of English Reading Kit Level 2 <b>ABC: P 2,000,000.00</b> with P5,000.00 bidding docs fee</p> <p>DSC-23-12-193 – Procurement of Senior High School Reference Books <b>ABC: P 999,714.00</b> with P1,000.00 bidding</p>		

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	<p>docs fee</p> <p>Ms. Chair then asked for bidders concerns with regards on the specification.</p> <p>A representative from Kristin Educational Publishing asked for a copyright, and a certificate of sole distributorship shall be part of the requirements for the submission of bidding documents.</p> <p>Ms. Chair responded to Mr. Jeric Bello of Kristin Educational Publishing to include the said documents during submission to ensure the content of books is not plagiarized and shall be attached as part of the technical and eligibility documents.</p> <p>Ms. Zynafe Caijo suggested to the prospective bidders to include orientation on the usage of learning materials.</p>		<p>Prospective bidders agreed to include orientation to teachers on the usage of learning materials.</p>
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	<p>Ms. Chair proceeded to read the checklist and to include in the letter E as part of the technical and eligibility documents the requirement for the orientation of the usage of learning materials as compliant.</p> <p>Ms. Chair also requested the tabbing and earmarking of the bidding documents to ensure smooth scanning of the submitted documents.</p> <p>She also informed the SLCC to attach any proof of contract or documents.</p> <p>Ms. Chair instructed the number of copies to be submitted during the opening of bids: one original copy, copy 1, and copy 2, which are composed of technical, eligibility, and financial documents addressed to DepEd SDO South Cotabato. Submission of bidding documents will be on January 8, 2024, at 10:00 in the morning. Late submissions will not be accepted.</p> <p>Ms. Chair informed the prospective bidders to bring samples during the opening of bids.</p>		
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	<p>Ms. Chair added a requirement for the Procurement of SHS Reference Books, to be included in the item specifications:</p> <p>Paper: Substance No. 20 Cover: Glossy Saddle stitch</p> <p>Ms. Chair proceeded the discussion of the pre-bid conference for the Supply and Delivery of Office and Janitorial Supplies for CY 2024 of DepEd SDO So Cot. (EPA) rebid, with the ABC of P 1,343,982.35.</p> <p>A representative from O &amp; E Office and School Supplies asked for a clarification of item numbers 7 and 8 Batteries as to what color and the unit of measure is required.</p> <p>The BAC noticed the error and requested the BAC Secretariat issue a bid bulletin.</p> <p>Also, a representative from MPST Office and School Supplies Depot clarifies item numbers 1 and 3 on the unit of measure of the box or pieces.</p>		
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	<p>The BAC agreed on the request for clarification from the MPST Office and School Supplies Depot to change the unit of measure from box to piece.</p> <p>A representative from O &amp; E Office and School Supplies asked the BAC, if they would also require mayor's permit during the submission of bidding documents.</p> <p>Ms. Chair responded that permits and other eligibility requirements will be discussed during the discussion of the checklist.</p> <p>Ms. Chair proceeded to discuss the specifications of the Supply and Delivery of Office Tables and Chairs (EPA) with the ABC of P 1,290,450.00.</p> <p>She also asked the prospective bidders for the clarifications in the specifications.</p> <p>A representative from DBOS on the wooden chair specification.</p> <p>Mr. Ray Lloren, the end-user of the project informed to the</p>		<p>BAC agreed and requested the BAC Secretariat to issue a bid bulletin.</p>
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	<p>prospective bidders that the specification for a wooden chair is like a standard teacher's chair.</p> <p>Ms. Chair then read the checklist of the technical, eligibility, and financial documents. Also emphasized the tabbing and earmarking of the documents.</p> <p>The bidders shall submit the SLCC (liberal meaning) as proof of contract or documents.</p> <p>For other eligibility documents under renewal, bidders shall submit existing permits and receipts as proof of renewal.</p> <p>Ms. Chair instructed the prospective bidders the number of copies to be submitted during the opening of bids: the original copy, copy 1, and copy 2 were in labeled the envelope and addressed to the DepEd SDO of South Cotabato.</p> <p>The opening of bids will be on January 8, 2024, at 10:00 in the morning at the BAC Office, or bidders may be submitted through email with password encryption and to be provided during the</p>		
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	opening of financial documents.		
<b>V. Closing</b>	There were no other matters being discussed. The meeting was adjourned by Mr. Cristopher Frusa, seconded by, Ms. Daisy Darroca and moved to close by Mr. Ronald Jim Somera at 11:31 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  
0000/October 27, 2023

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