

CALL OF ORDER

- The scheduled **Pre-Bid Conference started at 10:30 AM** with the Chairperson presiding.
- The Chairperson acknowledged the presence of the attendees.
- Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers the BAC stated that there is compliance with the requirement under the rule. Thereafter the BAC proceeded with the scheduled pre-bid conference.
- Having established the required quorum, the Secretariat proceeded with abovementioned activity.

HIGHLIGHTS OF ACTIVITY

- The Chairperson asked the prospective bidders if they are already familiar with the eligibility and technical documents so as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. Also, the Chairperson confirmed to the prospective bidders if their PhilGEPS certificate are already updated. The bidders agreed with it and confirmed that their certification is updated.
- As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:
 - a. Bid Data Sheet Clause 5.4;
 - b. Bid Data Sheet Clause 29.2
 - c. Requirement No. 7 of BDS Clause 29.2 Annexes “H,I &J”
 - document must be duly notarized
- Mr. Abaluna of Tri-Mega Business Intl. clarified if the requirement under BDS Clause 29.2 for Lot No. 1 & 2 no. 7 is the same requirement under Section VIII. Bidding Forms “Annex B”.

Response by the BAC: No, separate requirement. Requirement under BDS Clause 29.2 to be submitted during post-qualification while the requirement under Section VIII. Bidding Forms “Annex B” to be submitted during opening of bids.
- Without any clarification from the bidder the PMO-in-Charge proceeded with the discussion of the Section VI. Schedule of Requirements.
- Mr. Abaluna of Tri-Mega Business Intl. clarified the commencement period for Lot no. 2 “Printing and processing of Certificate of Rating forms is Eighty (80) calendar days after test administration”. Before the

processing of COR it requires the retrieval of all test materials and based on their experience with previous projects with DepED, retrieval from certain places like Marawi, Sulu, Tawi-Tawi, Basilan and etc. takes time. Clarification whether the commencement period shall begin from the first retrieval or when all the test materials are retrieved.

Response by the End-user: If retrieval on those certain places will cause delay to the project, their test results will be disregarded to the whole statistical output, but still to be process once retrieve.

- Also discussed under Section VI. Schedule of Requirements is the submission of sample/demo units on or before the deadline of bid submission for evaluation and testing purposes.
- Mr. Abaluna of Tri-Mega Business Intl. requested to have a negative five percent (-5%) variance or allowance on the GSM of the paper since GSM of the paper varies for each supplier.

Response by the End-user: The End-User agreed with the suggestion of FEP Printing Corp., the BAC will issue a bid bulletin for the modification.

- Without any clarification from the bidder the PMO-in-Charge proceeded with the discussion of the Section VII. Technical Specifications.
- Ms. Silva of FEP Printing Corp. requested to reduce the requirement of Lot No. 1 printing size from 8 ¼ inches x 11 inches to 8 ¼ inches x 10 ½ inches.

Response by the End-user: The End-User agreed with the suggestion of FEP Printing Corp., the BAC will issue a bid bulletin for the modification.

- The BAC X reminded the bidder that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided.
- The BAC will issue a supplemental/bid bulletin to the changes or modification and clarification to be made with regards to the bidding documents which will be posted in the PHILGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity.

OTHER MATTERS	<ul style="list-style-type: none"> The BAC reminded the bidder regarding the timeline of the project: <table border="1" data-bbox="586 285 1430 531"> <tr> <td data-bbox="586 285 1008 390">Last day of Submission of Written Clarification</td> <td data-bbox="1008 285 1430 390">15 September 2018</td> </tr> <tr> <td data-bbox="586 390 1008 459">Last day of Issuance of Bid Bulletin</td> <td data-bbox="1008 390 1430 459">19 September 2018</td> </tr> <tr> <td data-bbox="586 459 1008 531">Opening of Bids</td> <td data-bbox="1008 459 1430 531">26 September 2018 ; 10:00 A.M.</td> </tr> </table> 	Last day of Submission of Written Clarification	15 September 2018	Last day of Issuance of Bid Bulletin	19 September 2018	Opening of Bids	26 September 2018 ; 10:00 A.M.
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ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 11:50 AM. 						
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Wednesday, September 12, 2018. 						
PREPARED BY	(SGD) BARBY ANN M. VILLAMOR Secretariat						
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) ABELARDO B. MEDES Ad Hoc Member, DepED-BEA </td> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) ENGR. CHAMEL FIJI C. MELO, LLB Provisional Member </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member </td> <td style="text-align: center; vertical-align: top;"> (SGD) WEBSTER M. LAUREÑANA Vice-Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> (SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson </td> </tr> </table>	(SGD) ABELARDO B. MEDES Ad Hoc Member, DepED-BEA	(SGD) ENGR. CHAMEL FIJI C. MELO, LLB Provisional Member	<i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member	(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson	(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson	
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