

Republic of the Philippines Department of Budget and Management **PROCUREMENT SERVICE BIDS AND AWARDS COMMITTEE**



MINUTES OF MEETING

Wednesday, September 12, 2018	10:00 AM	Executive Lounge

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X		
TYPE OF MEETING	PRE-BID CONFERENCE		
PROJECT	Supply and Delivery of Basic Education Exit Assessment (BEEA) Test Booklets and Non-Classified Materials; Scannable Answer Sheets, School Headers, Certificate of Ratings and Processing of Test Results; and Delivery and Retrieval of BEEA Test Materials and Delivery of Certificate of Ratings for the Department of Education-Bureau of Education Assessment (DepEd-BEA)		
REFERENCE NO.	PB 18-273-10		
ATTENDEES	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Webster M. Laureñana Engr. Chamel Fiji C. Melo, LLB Abelardo B. Medes PROCUREMENT DIVISION X Jack G. Mercado Jayson C. Erquiza Jennifer M. Ancheta Rina Maureen M. Maurera Maricel R. Vergel De Dios Barby Ann M. Villamor	Chaiperson Vice Chaiperson Provisional Member Ad Hoc Representative, DepED-BEA Member Member TWG Member Secretariat Secretariat	
	END-USER'S REPRESENTATIVE Lauro L. Robuto, Jr. Percival Gonzales BIDDER/S Garry Abaluna Katherine H. Silva	DepED DepED-BEA, TWG Tri-Mega Business Int. FEP Printing Corp.	

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.

	The BAC reminded the bidder regarding the timeline of the project:		
OTHER MATTERS	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.	
ADJOURNMENT	 Having no other matters for discussion, the meeting was adjourned at 11:50 AM. 		
CERTIFICATION	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		
	Bids and Award Committee X:		
CERTIFIED CORRECT	(SGD) ABELARDO B. MEDES Ad Hoc Member,DepED-BEA	(SGD) ENGR. CHAMEL FIJI C. MELO,LLB Provisional Member	
	(NOT PRESENT) ATTY. DIVINA GRACIA A. BACAL Regular Member	(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson	
	(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson		