



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



## MINUTES OF MEETING

Wednesday, October 24, 2018	10:00 AM	Executive Lounge
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	Supply and Delivery of Scannable Answer Sheets, School Headers, Certificate of Ratings and Processing of Test Results for the Department of Education-Bureau of Education Assessment (DepEd-BEA)	
REFERENCE NO.	PB 18-352-10	
ATTENDEES	<div><div><b>BIDS AND AWARDS COMMITTEE X</b> Engr. Pablo Roman C. Andres Engr. Chamel Fiji C. Melo, LLB Abelardo B. Medes</div><div><b>PROCUREMENT DIVISION X</b> Jennifer M. Ancheta Barby Ann M. Villamor</div><div><b>BIDDER/S</b> Myra Sy Adela Sy</div></div> <div><div>Chaiperson Provisional Member Ad Hoc Representative, DepED-BEA</div><div>TWG Secretariat</div><div>Syrex Corporation Syrex Corporation</div></div>	
CALL OF ORDER	<ul style="list-style-type: none"><li>• The scheduled <b>Pre-Bid Conference</b> started at <b>1:20 PM</b> with the Chairperson presiding.</li><li>• The Chairperson acknowledged the presence of the attendees.</li><li>• 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.</li></ul>	

	<ul style="list-style-type: none"><li>• Having established the required quorum, the Secretariat proceeded with abovementioned activity.</li></ul>								
	<ul style="list-style-type: none"><li>• The Chairperson proposed to the prospective bidder to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. Bidders may interrupt the discussion for clarifications.</li><li>• As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:<ul style="list-style-type: none"><li>a. Bid Data Sheet Clause 1.2;</li></ul></li></ul>								
HIGHLIGHTS OF ACTIVITY	<table><tr><th>Lot No.</th><th>Quantity</th><th>Item/Description</th><th>Approved Budget for the Contract</th></tr><tr><td>1</td><td>1 lot</td><td>Scannable Answer Sheets, School Headers, Certificate of Ratings and Processing of Test Results</td><td>₱ 18,673,086.00</td></tr></table>	Lot No.	Quantity	Item/Description	Approved Budget for the Contract	1	1 lot	Scannable Answer Sheets, School Headers, Certificate of Ratings and Processing of Test Results	₱ 18,673,086.00
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1	1 lot	Scannable Answer Sheets, School Headers, Certificate of Ratings and Processing of Test Results	₱ 18,673,086.00						
	<ul style="list-style-type: none"><li>b. BDS Clause 5.4<ul style="list-style-type: none"><li>▪ The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at <b>least fifty percent (50%) of the ABC</b>.</li><li>▪ For this purpose, similar contracts shall refer to the following:</li><li>▪ Lot 1: Processing of any examination conducted with the use of scannable answer sheets.</li></ul></li><li>c. BDS Clause 12.1 (a)(i)<ul style="list-style-type: none"><li>▪ The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the annexes A of said Certificate reflects not updated documents; the bidder shall submit together with the Certificate certified true copies of the updated documents.</li></ul></li><li>d. BDS Clause 12.1(a)(ii)<ul style="list-style-type: none"><li>▪ Bidders shall submit separate statements for: (1) single largest similar completed contract/s; similar to the contract to be bid and (2) all on-going contracts and awarded but not yet started contracts.</li><li>▪ Attached as Annexes "C" and "C-1" in Section VIII. Bidding</li></ul></li></ul>								

Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.

e. BDS Clause 18.1

- Submission of Bid Security, in any of the three forms as stipulated in the bidding documents.

f. BDS Clause 29.2

- Submission of the required documents for post-qualification.
- The prospective bidder clarified if the requirement under this clause item no. 7 is the same requirement under Section VIII. Bidding Forms "Annex B".
- As response by the BAC, the requirement under BDS Clause 29.2 is to be submitted during post-qualification while the requirement under Section VIII. Bidding Forms "Annex B" to be submitted during opening of bids.
- It also been clarified to the prospective bidder that the Omnibus Certification Annex "H" must be notarized. But as per checking with the Annex H of the bidding documents requirement for notarization is not reflected. The BAC will issue a bid bulletin for a modification of this particular requirement.

g. SCC 11.3 Terms of Payment

h. SCC 16.1 Test and Inspection to be conducted

i. Submission of NFCC Computation

j. Section VIII: Bidding Forms

- Bid Form

The prospective bidder clarified if it is required to submit a schedule of price as attachment and if there is a particular format.

As response by the Chairperson, the prospective may attached the schedule of price.

- Omnibus Sworn Statement

- Without any further clarification from the prospective bidder, the TWG proceeded with discussion of Section VI Schedule of Requirements and

<p>Section VII Technical Specifications.</p> <ul style="list-style-type: none"> <li>Below are the clarifications of the prospective bidder:</li> </ul>	
Clarification Request	Response
<p><b>SECTION VI Schedule of Requirements</b> <b>Page 72</b></p> <p>Delivery Period</p> <ul style="list-style-type: none"> <li>Printing, packing, and labelling of Scannable Answer Sheets and School Headers: Thirty-five (30) calendar days from the date indicated in the Notice to Proceed (NTP)</li> </ul> <p><b>SECTION VII Technical Specifications</b> <b>Page 81</b></p> <ul style="list-style-type: none"> <li>Printing, packing and labeling period of answer sheets and school headers – 30 calendar days</li> </ul> <p>The prospective bidder observed inconsistency of the schedule.</p>	<p>As per PMO-in-Charge the delivery period is Thirty-five (35) calendar days</p>
<p><b>SECTION VI Schedule of Requirements</b> <b>Page 72</b></p> <ul style="list-style-type: none"> <li>Delivery of boxes containing Scannable Answer Sheets, School Headers to Supplier of Lot 1: Twenty (30) calendar days which shall commence ten (05) days after printing.</li> </ul> <p><b>SECTION VII Technical Specifications</b> <b>Page 81</b></p> <ul style="list-style-type: none"> <li>Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets within thirty (30) calendar days.</li> </ul> <p>The prospective bidder observed inconsistency of the schedule.</p>	<p>As per PMO-in-Charge the delivery period is Twenty (20) calendar days which shall commence ten (10) days after printing.</p>

	<p><b>SECTION VII Technical Specifications</b> <b>Page 81</b></p> <p>Packaging Materials and Requirements</p> <ul style="list-style-type: none"> <li>Plastic bags (gauge 3) for packing of answer sheets by 20's</li> </ul> <p><b>Page 84</b> Packaging</p> <ul style="list-style-type: none"> <li>30 pairs of AS per sealed plastic (gauge 3) &amp; with label/batch slip containing the region, division, school and serial numbers</li> </ul> <p>The prospective bidder observed inconsistency of the technical specifications requirement.</p>	<p>As per End-user it should be by 30's</p>
	<p><b>SECTION VI Schedule of Requirements</b> <b>Page 72</b></p> <p>Delivery Period</p> <ul style="list-style-type: none"> <li>Printing and processing of Certificate of Rating forms: Eighty (80) calendar days after test administration</li> </ul> <p>The prospective bidder requested to adjust the delivery to Eighty (80) calendar days after test retrieval</p>	<p>The BAC took note of the request and will be further discuss with the End-user</p>
	<ul style="list-style-type: none"> <li>The TWG reminded the prospective bidder on the timeline of submission of samples. Also, as per PMO-in-Charge dummy samples to submitted must comply with the technical specifications requirement.</li> <li>The Chairperson emphasis the changes on the technical specifications as compared to the previous failed bidding: <ul style="list-style-type: none"> <li>Scannable Answer Sheets and School Headers From 8 x 12 inches to 7 x 9 ¼ inches</li> <li>Certificate of Ratings From 7 x 12 inches to 5½ x 7 ½ inches</li> </ul> </li> <li>The BAC 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.</li> <li>The BAC will issue a supplemental/bid bulletin to the changes or</li> </ul>	

	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"> <li>The BAC reminded the bidder regarding the timeline of the project:</li> </ul> <table border="1"> <tr> <td>Pre-Bid Conference</td><td>October 24, 2018; 10:00 AM</td></tr> <tr> <td>Last Day of Submission of Written Clarification</td><td>October 26, 2018</td></tr> <tr> <td>Last Day of Issuance of Bid Bulletin</td><td>October 30, 2018</td></tr> <tr> <td>Deadline for Submission</td><td>November 6, 2018; 10:00 AM</td></tr> <tr> <td>Opening of Bids</td><td>Immediately after the Deadline of Submission of Bids</td></tr> </table>	Pre-Bid Conference	October 24, 2018; 10:00 AM	Last Day of Submission of Written Clarification	October 26, 2018	Last Day of Issuance of Bid Bulletin	October 30, 2018	Deadline for Submission	November 6, 2018; 10:00 AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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ADJOURNMENT	<ul style="list-style-type: none"> <li>Having no other matters for discussion, the meeting was adjourned at <b>02:05 PM.</b></li> </ul>										
CERTIFICATION	<ul style="list-style-type: none"> <li>We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Wednesday, September 12, 2018.</li> </ul>										
PREPARED BY	<p align="center"><b>(SGD) BARBY ANN M. VILLAMOR</b> Secretariat</p>										
CERTIFIED CORRECT	<p><b>Bids and Award Committee X:</b></p> <table> <tr> <td> <p><b>(SGD) ABELARDO B. MEDES</b> Ad Hoc Representative, DepED-BEA</p> <p align="center"><i>(NOT PRESENT)</i></p> <p><b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member</p> </td> <td> <p><b>(SGD) ENGR. CHAMEL FIJI C. MELO, LLB</b> Provisional Member</p> <p align="center"><i>(NOT PRESENT)</i></p> <p><b>WEBSTER M. LAUREÑANA</b> Vice-Chairperson</p> </td> </tr> <tr> <td align="center" colspan="2"> <p><b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b> Chairperson</p> </td> </tr> </table>	<p><b>(SGD) ABELARDO B. MEDES</b> Ad Hoc Representative, DepED-BEA</p> <p align="center"><i>(NOT PRESENT)</i></p> <p><b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member</p>	<p><b>(SGD) ENGR. CHAMEL FIJI C. MELO, LLB</b> Provisional Member</p> <p align="center"><i>(NOT PRESENT)</i></p> <p><b>WEBSTER M. LAUREÑANA</b> Vice-Chairperson</p>	<p><b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b> Chairperson</p>							
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