



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



MINUTES OF MEETING

Wednesday, February 27, 2019

10:00 AM

OTHERS

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																			
TYPE OF MEETING	2ND PRE-BID CONFERENCE																			
PROJECT	Printing and Delivery of Grade 3 Araling Panlipunan for the Department of Education (DEPED)																			
REFERENCE NO.	PB No. 19-037-9																			
ATTENDEES	<p>Bids and Awards Committee IX</p> <table border="0"> <tr> <td>Ms. Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Mr. James F. Gabilo</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Antonio L. Tan</td> <td>Adhoc Member</td> </tr> </table> <p>Procurement Division IX</p> <table border="0"> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat</td> </tr> </table> <p>Inspection Division</p> <p>Mr. Rodger Vladimir Ravelo</p> <p>Comptroller Division</p> <p>Mr. Raul M. Catalan</p> <p>Prospective Bidder/s:</p> <table border="0"> <tr> <td>Ms. Lilibeth Manabat</td> <td>Book Media Press</td> </tr> <tr> <td>Ms. Lhen Villanueva</td> <td>Bloombooks, Inc.</td> </tr> <tr> <td>Ms. Mike Ulanday</td> <td>Bloombooks, Inc.</td> </tr> <tr> <td>Ms. Celine Tiu</td> <td>Vibal Group</td> </tr> <tr> <td>Mr. Erick Colesio</td> <td>Vibal Group</td> </tr> </table>		Ms. Dalisay Conrina P. Dela Chica	Chairperson	Mr. James F. Gabilo	Provisional Member	Mr. Antonio L. Tan	Adhoc Member	Mr. Vincent Joseph D. Disu	Secretariat	Ms. Lilibeth Manabat	Book Media Press	Ms. Lhen Villanueva	Bloombooks, Inc.	Ms. Mike Ulanday	Bloombooks, Inc.	Ms. Celine Tiu	Vibal Group	Mr. Erick Colesio	Vibal Group
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	<p>Ms. Abigail Echano Mr. Ronnie Cruz Ms. Rowena Gardon Mr. Rufino Fajardo Ms. Jessica Pineda Ms. Anita T. Tumala Ms. Yvette Castillo</p> <p>End User Representative</p> <p>Mr. Emilio Celedonio Ms. Judy R. Mendoza Ms. Analiza Dy</p>	<p>Vibal Group Vibal Group Impressionista Impressionista Studio Graphics FEP Printing FEP Printing</p> <p>DepEd - BLR DepEd - BLR DepEd - BLR</p>
<p>CALL TO ORDER</p>	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:30 PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees. 3. The Secretariat also presented the Invitation to Observers however none of them confirmed their attendance. 4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements. 5. The PMO-In-Charge then discussed the Schedule of Requirements and Technical Specifications. 	

DISCUSSION

I. BID DOCUMENTS	
<p>INSTRUCTIONS TO BIDDERS</p>	<ul style="list-style-type: none"> • Presented.
<p>BID DATA SHEET</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made and further instructions made from the BAC..
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<ul style="list-style-type: none"> • Presented.
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Final Agreement on Payment:</p> <ul style="list-style-type: none"> • Payment will strictly be per region. • Progress payment per region will not be allowed.

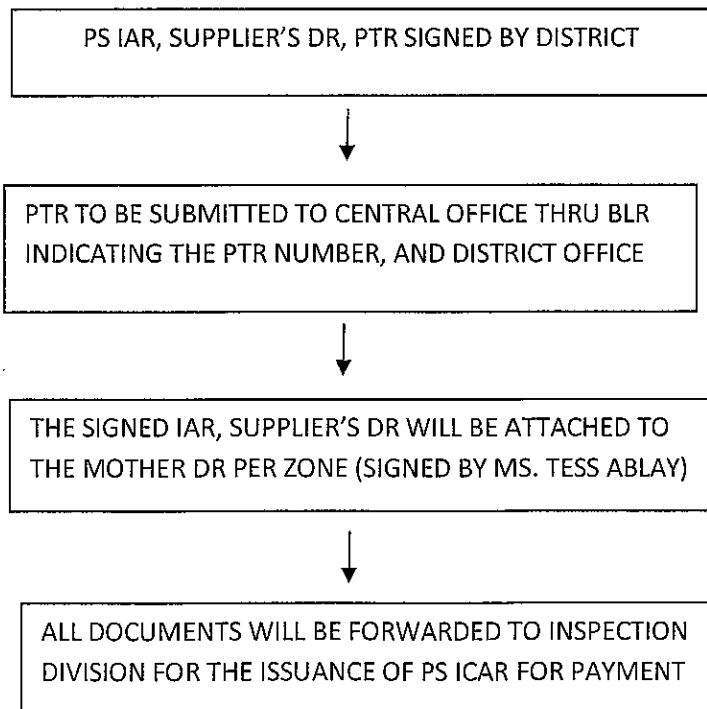
- PS Requirement for Payment
 1. PS IAR with series numbers c/o Suppliers (3 copies)
 2. Supplier's DR (3 copies)
 3. Supplier's Sales Invoice (Accounting Division will inform you as to when the Sales Invoice will be needed).
 4. Property Transfer Report (PTR) 3 copies (to be provided by DepEd thru the Asset Management Division).

Central Office Requirement

1. Property Transfer Report (PTR) with summary c/o Suppliers

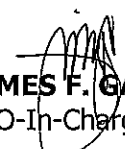
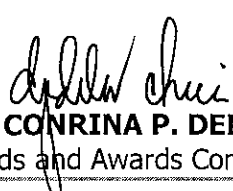
Process Flow

- PS IAR, SUPPLIER'S DR, PTR SIGNED BY DISTRICT
- PTR TO BE SUBMITTED TO CENTRAL OFFICE THRU BLR INDICATING THE PTR NUMBER, AND DISTRICT OFFICE
- THE SIGNED IAR, SUPPLIER'S DR WILL BE ATTACHED TO THE REGIONAL DR (SIGNED BY MS. TESS ABLAY)
- ALL DOCUMENTS WILL BE FORWARDED TO INSPECTION DIVISION FOR THE ISSUANCE OF PS ICAR FOR PAYMENT.



	<p>Warranty:</p> <ul style="list-style-type: none"> • If semi-expendable, the warranty would be 3 months, if expendable; the warranty would be 1 year. • Warranty certificate will be one (1) year. • Retention money will be Three (3) months. <p>Delivery and Inspection</p> <ul style="list-style-type: none"> • Inspection shall check the quality and quantity of the books. • Number of books to be inspected <ol style="list-style-type: none"> 1. Total Quantity/Total no. of copies per box = Total no. of boxes; 2. Of the total no. of boxes, 10% will be subjected to random inspection. <p>For the list of printing and binding equipment and their corresponding proofs of ownership (purchased, rented, leased) and capacity</p> <ul style="list-style-type: none"> • Affidavit of Ownership/right to possession is acceptable.
<p>SCHEDULE OF REQUIREMENTS</p>	<ul style="list-style-type: none"> • The maximum timeline for the proof reading of books should be 30 days. • For the 150 days, 30 days for the proof reading and 120 days for the printing, packing and delivery. • The pre-delivery inspection shall be done to the local printing office, if its imported, the inspection shall be done to the supplier's warehouse. • The liquidated damages shall be computed after the proof reading/issuance of the Approval/Certificate to Mass Printing. <p>Scenarios</p> <ul style="list-style-type: none"> • 180 days = 30 days for proof reading and issuance of the Approval to Mass Printing and 150 days for the printing, packing, and delivery. • 150 days = 30 days for proof reading and issuance of the Approval to Mass Printing and 120 days for the printing, packing, and delivery. <p>Final Agreement: (As proposed by the Chief Accountant, Mr. Raul Catalan)</p> <ul style="list-style-type: none"> • Maintain the original requirement, 150 days = reckoned from the issuance of "Approval to Mass Printing" for printing, binding, packing of materials & delivery to DepEd Central Office Warehouse and District Offices Nationwide.
<p>SPECIFICATIONS</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made and further instructions made from the BAC.
<p>BIDDING FORMS</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made and further instructions made from the BAC.

II. TIMELINE	
POSTING IN PHILGEPS	February 6, 2019
PREBID CONFERENCE	February 27, 2019 @10:00am
POSTING OF BID BULLETIN	March 6, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	March 13, 2019 @10:00am

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> There were no Discussions/Amendments made and further instructions made from the BAC.
ATTACHMENTS	"Sample PS IAR"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:25 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, February 27, 2019.
PREPARED BY	<p>The Procurement Division IX:</p> <p style="text-align: center;">  MR. JAMES F. GABILO PMO-In-Charge </p>
CERTIFIED CORRECT	<p style="text-align: center;"> MR. ANTONIO L. TAN Ad-Hoc Representative, Bids and Awards Committee 9 </p> <p style="text-align: center;">  MS. DALISAY CONTRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX </p>