



Republic of the Philippines

Department of Education

REGION V – BICOL

SCHOOLS DIVISION OFFICE OF CAMARINES NORTE

BIDS AND AWARDS COMMITTEE (GOODS AND SERVICES) MINUTES OF THE PRE-BID CONFERENCE

**Project: PROCUREMENT OF PRINTER FOR THE PRINTING OF LEARNING RESOURCES
DURING THE IMPLEMENTATION OF BE-LCP**

ABC : P13,761,000.00

Date: July 20, 2022- 9:30 a.m.

Venue: BAC office, DepEd Division Office, Daet,
Camarines Norte
(Accesible online through videoconferencing using Microsoft Teams
in the following detail: <https://bit.ly/3yxSGC8>)

Present were:

Antonio C. Ahmad	- BAC Chairperson
Atty. Mark Emann B. Magas	- BAC Vice-Chairperson
Lirio M. Palencia	- BAC Member
Giovanni Asis	-BAC Member
Darcy Guy Y. Mañebo	- BAC TWG
Alfredo R. Saspa Jr.	- BAC TWG
Armie Joy G. Ablaza	- BAC Secretariat
Flor Jane Quinito	- BAC Secretariat
Jean Paul Arnel M. Abejero	- BAC Secretariat

Prospective Bidder/s:

Lazara Baylon- Albay Computer
Princess Jane Magdaong – Albay Computer
Romuel P. Imperial – Gakken Philippines Inc.

Online Bidder/s:

Aceslyn- Albay Computer
Aljean Cu- Arik Gen. Merchadising
Carmi Penaverde- Masangkay Computer
Chona Camacho- Maxcor Interventures
Rose Arias- Link Network
Pinky Eradio- D. de Guzman Trading

I. CALL TO ORDER

The Pre-Bid Conference for the above stated project was held at the BAC Office, DepEd-Daet, Camarines Norte and was called to order by the BAC Chairperson at 9:30 in the morning on July 20, 2022. He acknowledged the presence of the BAC Members, BAC Secretariat, and the Technical Working Group present during the said activity.

II. CERTIFICATION OF QUORUM

The BAC Chairperson certified that the quorum of the BAC was present to transact business. He acknowledges also the presence of the prospective bidders attending the pre bid conference physically and joining the meeting virtually. He explained that the pre-bid conference is the chance given to them to ask clarification on details indicated in the bidding documents for the project subject of the bidding.

III. HIGHLIGHTS OF DISCUSSION

- The BAC Chairperson explained that the project is for the Procurement of Printers for Printing of Learning Resources during the Implementation of BE-LCP with Project Identification No. GOODS21-07-2022CN. He reiterated also the following details of the project:

- ◆ ABC: P13,761,000.00

- ◆ Cost of Bidding Documents is P25,000.00

- ◆ Online Payment of the Bidding Documents:

 - Account Name: DepEd Division of Camarines Norte

 - Account Number: 0412 1058 18

 - Bank: Landbank of the Philippines (LBP)-Daet Branch

 - Note:** Scanned copy of the validated deposit slip should be sent to

 - bac.camarinesnorte@deped.gov.ph

 - Attention to Division Cashiers Office, with indication as to what project it is intended.

- ◆ Deadline for submission of bids- August 1, 2022, before 9:30 in the morning

- ◆ Opening of Bids- August 1, 2022, 9:30 in the morning
BAC Office, Daet, Camarines Norte
App: Google Meet
Time: 9:30 am
Link: <https://bit.ly/3ANwPsS>

- ◆ Sealing and Marking of Bids- Each Bidder Shall submit three (3) copies, one (1) original copy and two (2) certified photocopies of the first and second components of its Bid

- ◆ Single Largest Completed Contract (SLCC) that is similar to the contract to be bid must be at least 50% of the ABC (equivalent to P6,880,500.00)

- ◆ Delivery Schedule: 30 calendar days from receipt of the NTP.

- ◆ Reiterating that late bids will not be accepted.

- ◆ Bid Security –shall be in form of a Bid Securing Declaration, or any of the following forms and amounts:

 - a. If in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit: the amount of not less than P275,220.00.

b. If bid Security is in Surety Bond: the amount of not less than P688,050.00

◆ Contact Information:

Antonio C. Ahmad or Herbie B. de Lemios

Cellphone No.: 09196626620

Cellphone No.: 09381854118

Department of Education-Division of Camarines Norte
F. Pimentel Ave., Brgy. II, Daet, Camarines Norte

- Queries were made by the prospective bidders regarding the similar contract for the project, the duration of period that the items will be delivered and the Technical Specifications of the item to be procured.
- The BAC Chairperson informed the body that a Supplemental Bid Bulletin will be issued pertaining to the queries aforementioned which will contain the following amendment to the issued Bidding Documents:
 - a. That the contract similar to the project refers to printing or office equipment. IT Equipment such as laptops, desktops, risograph, photocopier machine and alike are considered Office Equipmeng for the purposes of this contract but not tablet, cellphones and other analogous items.
 - b. That the delivery period for the project as stated in the Schedule of requirements will be adjusted to 45 calendar days upon receipt of the NTP.
 - c. That the Technical Specification posted in the Bidding Documents is the minimum Specification of the item to be procured and that the Bidder/Supplier is required to submit or attached as part of their Technical Documents a Brochure with technical Specifications of the Printer to be purchased during the opening of Bids.

IV. ADJOURNMENT

Having no other matters to be discussed, the pre-bid conference adjourned at 10:30 in the morning.

Prepared by:


FLOR-JANE QUINITO
BAC Secretariat

Noted by:


ANTONIO C. AHMAD
BAC Chairperson-Goods and Services

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Minutes-Pre-Bid Conference- PROCUREMENT OF PRINTER FOR THE PRINTING OF LEARNING RESOURCES DURING THE IMPLEMENTATION OF BE-LCP



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