



Minutes of the Pre-Bid Conference
FY 2018 PROVISION OF TOOLS AND EQUIPMENT
FOR TVL PROGRAMS OF SHS

Date: September 23, 2019 (Monday), 03:00 PM

Venue: 3rd floor Conference Room DepEd, Division of Negros Oriental, Dumaguete City

Prayer: Dr. Rachel B. Picardal

Roll Call: Dr. Fay C. Luarez

Present: (See attached Attendance Sheet)

Preliminaries

The Chairperson of the Bids and Awards Committee, Dr. Fay C. Luarez, called the meeting into order.

Business Matters

I. Discussion on the importance of Pre Bid Conference

According to BAC Chairperson, Dr. Fay C. Luarez that in line with the circular on the issuance of the conduct of Pre-Bid Conference, the importance of conducting a pre-bid conference is emphasized to ensure that disqualifications of bidders due to non-compliance of requirements are minimized. Also this is an avenue for discussion and clarifications between BAC and the bidder. The minutes of the pre-bid conference shall also be posted in the DepEd Website not later than five (5) days thereafter.

II. Reading of the ABC, Item Description and Schedule of the Opening of Bids

The Approved Budget for the Contract are the following:

- a. LOT 1 Food and Beverages Services, Caregiving, Front Office Services and Bread and Pastry P2,079,965.00 - contract completion time is 60 calendar Days;
- b. LOT 2 Cookery –P3,929,108.00 - contract completion time is 60 calendar Days;
- c. LOT 3 Carpentry, Horticulture, Electrical Installation and Maintenance – P2,110,540.00 - contract completion time is 60 calendar Days;
- d. LOT 4 Animation, Local Guiding, Attractions and Theme Parks, Computer System Servicing – P2,829,599.00 - contract completion time is 60 calendar Days;

- BAC Chairperson, Dr. Fay C. Luarez, said that the reason why suppliers are disqualified because of the description and specification not followed. It is hoped that during the Post Qualification all prescribed specification be complied by the bidder;



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- BAC Chairperson said that should there be suggestions or clarifications, this should be discussed and agreed upon during the Pre bid Conference;
- BAC Chairperson reiterated that should there be issues regarding the specifications and problem with the delivery, it is important to request for extension before the deadline to avoid liquidated damages;
- The supplier from Vicarish Publishing, Maritess Arpa suggested that there shall be no extension of the contract because of time constraint;
- BAC Chairperson made mention that as much as possible sample should be seen during the ocular inspection;
- The Opening of Bids will be on October 8, 2019 (Tuesday) at 9:00 AM, third floor Conference Room DepEd, Division Office and all documents must be submitted;
- Mr. Balahan, member of the inspectorate team reminded the bidder that every page of the documents submitted must be signed and to submit the CDs as required;
- Roselle G. Zanoria of Mesam Trading raised an issue pertaining the price indicated in the technical specification was quoted 5 years ago and due to inflation supplier suggested that if possible the BAC members should adjust the quantity to meet the budget or find an alternative item to still meet the projected quantity;
- BAC Chairperson asked the other supplier what their issues are concerning the TVL Programs;
- The supplier from Vicarish Publishing, Maritess Arpa agreed that the prices before was lower compared to the current prices;
- The BAC members as well as the members of the inspectorate team agreed to make a resolution to be able to meet halfway with the supplier;
- Mr. Balahan, member of the inspectorate team, suggested to lessen the quantity rather than sacrificing the quality of the goods to be delivered;
- Engr. Philip Tubog, member of the inspectorate team suggested that suppliers should provide quotations per item for reference;
- The supplier from Vicarish Publishing, Maritess Arpa asked Roselle G. Zanoria of Mesam Trading if all of her items are higher than the prices in the technical specifications;
- Roselle G. Zanoria of Mesam Trading answered that only 3 items were higher than the prices indicated;
- BAC Chairperson reiterated that the reason why Prebid is conducted so that they could deal issues and concerns that may arise in the future;
- Roselle G. Zanoria of Mesam Trading asked regarding the price of the front office services which have 6 items with an allocation of P14,815 but the current price is almost 20,000;



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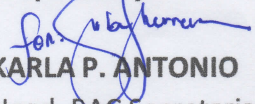
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- BAC Vice-chairperson, Dr. Rachel B. Picardal recommend to remove the items that are inexpensive and prioritize the important items which cannot be provided by the school;
- BAC Chairperson added that end users must be well-informed about the proposal of removing some of the items that can easily be purchased through a resolution;
- Roselle G. Zanoria of Mesam Trading proposed that TVL Programs below one million can be considered as shopping;
- Mr. Balahan, member of the inspectorate team said, shopping is not possible since it has already been posted in PhilGeps;
- Mr. Balahan, member of the inspectorate team, suggested that issues should be coordinated with Mr. Reynante Juanillo, SHS Coordinator and Mr. Antonio Baguio, TVL Coordinator, to determine what items to be removed should there be any;
- BAC Chairperson, Dr. Fay C. Luarez added that the agreement made by the BAC and the supplier is still to be consulted with the Head of Procuring Entity;
- The Chairperson asked if are there more questions from the body and
- There being none, BAC Member, Dr. Carmelita Alcala moved to adjourn the meeting which was seconded by BAC Member Dr. Rachel B. Picardal.

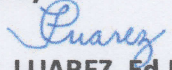
IV. Adjournment

The Pre-Bid Conference was adjourned at 03:50 pm.

Prepared by:


KARLA P. ANTONIO
Head, BAC Secretariat
EPS II

Noted by:


FAY C. LUAREZ, Ed.D., Ph.D. TM
Chair, Bids and Awards Committee
OIC-ASDS

ATTENDANCE SHEET

Pre-Bid Conference
FY 2018 PROVISION OF TOOLS AND EQUIPMENT
FOR TVL PROGRAMS OF TVL SHS

September 23, 2019
 3:00 PM

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