

<p>CALL TO ORDER</p>	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
-----------------------------	--

DISCUSSION

<p>I. DOCUMENTATIONS</p>	
<p>DOCUMENTATIONS</p>	<ul style="list-style-type: none"> • The BAC Secretariat discussed the general requirements for government procurement of consulting services. During the discussion the following topics were tackled: <ul style="list-style-type: none"> • the purpose of the pre-bid conference, • who can participate, • proofs of bidder's eligibility, • suggested forms, • sequencing of documents, • marking and packaging suggestions, • and the BAC X contact details
	<ul style="list-style-type: none"> • The BAC Secretariat discussed the checklist of requirements for Technical Proposal as follows: <ul style="list-style-type: none"> • Technical Proposal Submission Form; as described in ITB 10.2 (a) (Use TPF1) • Bid Security (as described in BDS 15.1); as described in ITB 10.2 (b) • Consultant's Project References; as described in ITB 10.2(c)(i) (Use TPF2) • Comments and Suggestions; as described in ITB 10.2(c)(ii) (Use TPF3)



	<ul style="list-style-type: none"> • List of Facilities requested by the Consultant; as described in ITB 10.2(c)(ii) (Use TPF3) • Methodology; as described in ITB 10.2(c)(iii) (Use TPF4) • Work Plan; as described in ITB 10.2(c)(iii) (Use TPF4) • Team Composition and Tasks; as described in ITB 10.2(c)(iv) (Use TPF5 supported w/ an organizational chart) • Curriculum Vitae of each nominated Expert; as described in ITB 10.2(c)(v) (Use TPF6) • Time Schedule; as described in ITB 10.2(c)(vii) (Use TPF7) • Activity (Work) Schedule; as described in ITB 10.2(c)(viii) (Use TPF8) • Omnibus Sworn Statement; as described in ITB 10.2(d) (Use attached prescribed format in Section VII. Bidding Forms) <ul style="list-style-type: none"> • The BAC Secretariat discussed the checklist of requirements for Financial Proposal as follows: <ul style="list-style-type: none"> • Financial Proposal Submission Form (Use FPF1). • Summary of Costs (Use FPF2). • Cost of Services (Use FPF3). • Training Costs (Use FPF4). • Other Expenses, if any (Use FPF5).
INSTRUCTION TO BIDDERS	"NO DISCUSSION"
	<p>SECTION III BID DATA SHEET</p> <ul style="list-style-type: none"> • The TWG-in-Charge discussed the contents of the Bid Data Sheet and highlighting on the following: <ul style="list-style-type: none"> ➢ 1.1 The Procuring Entity is Procurement Service-DBM, the evaluation procedure is: Quality Based Evaluation/Selection (QBE/QBS) ➢ 1.2 The Funding Source is: The Government of the Philippines (GOP) through the GAA 2017 (RA 10924) of the Department of Education (DepEd) ➢ 11.7 The ABC's, inclusive of all applicable taxes, is Php 2,762,800.00. Any bid with a financial component exceeding this amount shall not be accepted. Price of Bid Documents: P 5,000.00: ➢ 15.1 The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:
BID DATA SHEET	



Item Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012
<i>Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education.</i>	55,256.00	138,140.00	Refer to Bidding Forms (Bid Securing Declaration)

- **15.2** The bid security shall be valid for 120 Calendar Days from date of opening of bids.
- **15.5** The additional grounds for feature of bid security
- **17.3** Each Bidder shall submit One (1) original and One (1) Two (2) copy of the first and second components of its bid. A Softcopy of the Technical Proposal shall be provided in searchable PDF upon Bid Submission.
- **18.** The deadline for submission of bids is on December 13, 2019 at 10:00 AM.
- **24.2** Discussed the details of the presentation. The tentative schedule of the presentation will be on January 3, 2020 at 10:00 AM at the Procurement Service (PS-DBM), Paco, Manila. The PMO-in-Charge suggested to the bidder that the same proposed personnel from Part 1 to Part 2 should be included in the project.
- **25.3** The Technical proposals of consultants shall be evaluated based on the following criteria:

a) Experience and capability of the Firm	15 points
b) Proposed Solution, Approach and methodology and Work plan	70 points
c) Qualification of personnel to be assigned to the project	15 points



	<p>For each of the above referred criteria (a, b and c), the consultants must score a minimum of FIFTY PERCENT (50%) of the assigned points and must have a weighted score of "SEVENTY PERCENT (70%)" for all the three criterion put together to pass in technical evaluation. Technical proposals rated below 70% shall be considered "non-responsive". The PMO-in-Charge reminder the bidder that a portion of 70 points will be allocated on the presentation of the personnel.</p> <ul style="list-style-type: none"> ➤ 25.3 The Technical proposals of consultants shall be evaluated based on the following criteria: ➤ 26.1 The opening of Financial Proposals of those who attained the minimum technical score shall be on January 10, 2020, 10:00 A.M (Tentative). The venue shall be at the BAC Conference Room, Second Floor, Procurement Service, Cristobal Street, Paco, Manila. Financial Proposals shall be opened in public.
GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"
SPECIAL CONDITIONS OF CONTRACT	<p>SECTION V SPECIAL CONDITIONS OF CONTRACT</p> <ul style="list-style-type: none"> • The TWG-in-Charge discussed the contents of the Special Conditions of Contract and highlighting on the following: <ul style="list-style-type: none"> ➤ 25.3 The Authorized Representatives is: For the End-user: MS. MIRIAM N. COPRADO ➤ 39.5 The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served. Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.
TERMS OF REFERENCE	<p>SECTION VI TERMS OF REFERENCE</p> <ul style="list-style-type: none"> • The TWG-in-Charge reminded the bidder that the Terms of Reference is located at the back of the Bidding Document.



TPF 1: TECHNICAL PROPOSAL SUBMISSION FORM

Page 74

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

TPF 2: CONSULTANTS REFERENCES

Page 75

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

TPF 3: COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

Page 76

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

BIDDING FORMS

TPF 4: DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

Page 77

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

TPF 5: TEAM COMPOSITION AND TASK

Page 78

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Pages 79-81

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.



- The PMO-in-Charge reminded the bidder that Curriculum Vitae's (CV's) must be notarized with attached corresponding certifications.
- The PMO-in-Charge reminded the bidder that personnel should be in all domestic requirement.

TPF 7: TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Page 82

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

TPF 8: ACTIVITY (WORK) SCHEDULE

Page 83

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

OMNIBUS SWORN STATEMENT

Pages 84-86

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed. She added also that the document should be signed and notarized.

BID-SECURING DECLARATION

Page 87-88

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed. She added also that the document should be signed and notarized.

FPF 1: FINANCIAL PROPOSAL SUBMISSION FORM

Page 90

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.



FPF 2: SUMMARY OF COSTS

Page 91

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

FPF 3: BREAKDOWN OF PRICE PER ACTIVITY

Page 92

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

FPF 4: BREAKDOWN OF REMUNERATION PER ACTIVITY

Page 93

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

FPF 5: REIMBURSABLES PER ACTIVITY

Page 94

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

FPF 6: MISCELLANEOUS EXPENSES

Page 95

- The BAC Secretariat reminded the prospective bidder to use the prescribed form and to fill out all the details needed.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The End-User requested to the bidder to submit an additional copy of both Technical and Financial Proposals and label it as Copy 2. The Chairperson stated that non submission of additional copy will not be a reason to disqualify their proposal.



- The prospective bidder clarified to the Committee on the proper packaging of the proposals.

- *The PMO-in-Charge explained that in all original proposals it should be in one (1) envelope and labeled as "ORIGINAL COPY " same as the COPY 1 and COPY 2, then all the original proposal and copy 1 and 2 should be in one (1) big envelope. The bidder acknowledged it.*

- The prospective bidder clarified to the Committee on the presentation process, if it would be possible that any one (1) or only one (1) of the personnel will present on the said activity.

- *The PMO-in-Charge answered that it is possible that either one (1) or only one (1) of the personnel may present on the said activity. He added that it is required that both or all the personnel should attend the presentation. The bidder acknowledged it.*

- The prospective bidder clarified to the End-User, in terms of presentation of research finding, there is a requirement that it should be presented in a conference, she asked them to identify the number of participants and who will it cost?

- *The End-User answered that they are the one who will invite the participants and the cost will be shouldered by DEPED.*

- The prospective bidder requested to the End-User for a project documents for DCP.

- *The End-User answered that they will provide the attachment/list. The Committee agreed on it.*

- The Chairperson reminded the bidder that the last day of submission of written clarification will be on Wednesday, December 4, 2019. The bidder took note of the reminder.



ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11: 40 AM.
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on Friday, November 29, 2019.
PREPARED BY	(SGD) MS. MARICEL R. VERGEL DE DIOS Secretariat
CERTIFIED CORRECT	<p style="text-align: center;">THE BIDS AND AWARDS COMMITTEE X:</p> <p style="text-align: center;">(SGD) MS. ERLINDA SEVILLA Alternate- Ad Hoc Representative</p> <p style="text-align: center;">(SGD) MR. JACK G. MERCADO Provisional Member/PMO-in-Charge</p> <p style="text-align: center;"><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member, Legal</p> <p style="text-align: center;"><i>-not present-</i> MR. WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p style="text-align: center;">(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X</p>