



SCHOOLS DIVISION OF SORSOGON
Sorsogon

MINUTES OF PRE-BID CONFERENCE MEETING

(April 10, 2019, 1:30PM)
Schools Division Office Conference Hall

Present:

BAC

MA. JEANY T. POSTRADO – BAC Chairperson
FLORENCIO P. BERMUNDO – BAC Vice Chairperson
ROLANDO F. EMBILE – BAC Member
ATTY. NOEL B. EVAN – BAC Member
JOMAR E. ENGUERRA – BAC Member

BAC Secretariat

JOHN REY J. PEREZ – BAC Secretariat Head
ALBERT C. PEREZ – BAC Secretariat Member

INTERESTED BIDDER

LORENA L. BAUTISTA – Liason Officer, F.E. Lee Enterprises
NADIA M. MELLA – CDS, LCC

Agenda:

1. Pre-Bid Conference of **PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2019 - FIRST QUARTER (Project Number: 19-04-002)**

Business Matter

The Pre-Bid Conference started at 1:30pm at the Division Office Conference Hall. The pre bid conference was presided by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

The attendance was checked and quorum for the pre bid conference was declared by the BAC Chairperson. It was noted that there was no representative from the COA, General Manager of Water District and SPSTEMPC as observers despite the invitation sent to them.

Dr. Rolando F. Embile informed the bidders that the Approved Budget for the Contract is Php 1,254,113.47 for Project 19-04-002, PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2019 - FIRST QUARTER. It was noted that late bids will longer be accepted.

The BAC Chairperson reiterated the procurement activities, to wit:

Activity	Date and Time	Venue
Issuance of Bidding Documents	April 2, 2019 – April 22, 2019 (8:00 am -5:00 pm)	BAC Secretariat Office/ICT Unit

Pre-Bid Conference	April 20, 2019, 1:30 pm	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Submission of Bids/ Opening of Bids	April 22, 2019, 1:30 pm	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Bid Evaluation	April 23, 2019, 1:00 pm	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City (c/o TWG for Goods)
Post Qualification	April 24, 2019, 10:00 am	Winning Bidder/Lowest Bidder
Notice of Award	April 25, 2019, 10:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Contract Signing	April 26, 2019, 11:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Notice to Proceed	April 29, 2019, 11:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City

Dr. Rolando F. Embile discussed the Schedule of Requirements and Technical Specification. Ms. Baustista of F.E. Lee Enterprises inquired if the ceiling price of various items can be updated based on prevailing market price. The BAC Chairperson informed the bidders that the prices cannot be changed.

Pre Bid Conference was adjourned at 2:45 pm by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

Prepared by:


JOHN REY PEREZ
 Head, BAC Secretariat

Certified Correct:


MA. JEANY T. POSTRADO, Ed.D.
 BAC Chairperson



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon City



ATTENDANCE SHEET

Pre Bid Conference

Date: April 10, 2019 – Time 1:20 PM

Project Title: PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2019 – FIRST QUARTER

PROJECT NO.: 19-04-002

BAC	Name	Position	Signature
1	MA. JEANY T. POSTRADO	Chairperson	
2	FLORENCIO P. BERMUNDO	Vice Chairperson	
3	ROLANDO F. EMBILE	Member	
4	ATTY. NOEL EVAN	Member	
5	JOMAR E. ENGUERRA	Member	
BACS	Name	Position	Signature
1	JOHN REY J. PEREZ	Head, Sec	
2	RODEL E. PANCHO	Member	
3	ALBERT C. PEREZ	Member	
Observers	Name	Organization/Position	Signature
1			
2			
3			
End User	Name	Position	Signature
1			
2			
TWG	Name	Position	Signature
1	GILBERT APOSTOL	TWG - Goods	
Bidder	Name	Company/Position	Signature
1	Lonena L. Nocunistan	F.T. LEP DT.	
2	Nadia M. Drella	CDL/LOC	
3			
4			
5			
6			
7			
8			



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Sorsogon



MINUTES OF BID OPENING MEETING

(April 22, 2019, 1:30 PM)

Schools Division Office Conference Hall, Capitol Compound, Sorsogon City

Present:

BAC

MA. JEANY T. POSTRADO – BAC Chairperson
ATTY. NOEL B. EVAN – BAC Member
JOMAR E. ENGUERRA – BAC Member

BAC Secretariat

JOHN REY J. PEREZ – Head, BAC Secretariat
ALBERT C. PEREZ – BAC Secretariat Member

Bidder

ERLENA BENZON – Representative, Golden Circle Enterprises

Agenda:

1. Bid Opening of PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2019 - FIRST QUARTER

Business Matter


The Bid Opening started at 1:30pm at the Division Office Conference Hall. The bid opening was presided by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

The attendance was checked and quorum for the bid opening was declared by the BAC Chairperson. It was noted that there was no representative from the COA, Gen. Manager of Water District and SPSTEMPC as observers despite the invitation sent to them.


The technical and financial proposal of Golden Circle Enterprises was checked and declared complying. It was noted that the bid amount as read was Php **1,245,946.50**. The BAC Chairperson informed the lone bidder that the bid proposal is subject for bid evaluation and post qualification.

The bid opening was adjourned by 2:30 pm by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

Prepared by:


JOHN REY J. PEREZ
Head, BAC Secretariat

Certified Correct:


MA. JEANY T. POSTRADO, Ed. D.
Assistant Schools Division Superintendent
BAC Chairperson



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon City



ATTENDANCE SHEET

Bid Opening

Date: April 22, 2019 – Time 1:30 pm

Project Title: PURCHASE OF COMMON OFFICE SUPPLIES FOR F.Y. 2019
- FIRST QUARTER

PROJECT NO.: 19-04-002

BAC	Name	Position	Signature
1	MA. JEANY T. POSTRADO	Chairperson	
2	FLORENCIO P. BERMUNDO	Vice Chairperson	
3	ROLANDO F. EMBILE	Member	
4	ATTY. NOEL EVAN	Member	
5	JOMAR E. ENGUERRA	Member	
BACS	Name	Position	Signature
1	JOHN REY J. PEREZ	Head, Sec	
2	RODEL E. PANCHO	Member	
3	ALBERT C. PEREZ	Member	
End User	Name	Position	Signature
1			
2			
3			
Observer	Name	Organization/Position	Signature
1			
2			
3			
TWG	Name	Position	Signature
1	GILBERT APOSTOL	TWG - Goods	
Bidder	Name	Company/Position	Signature
1	ERLENA BENZON	GOLDEN CIRCLE	
2			
3			
4			
5			