



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762

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(revised 040519; prepared by conicolas)

Bids and Awards Committee V

Minutes of Pre-Bid Conference

Project No. : **2021-BLR2(006)-BV-CB-025a**
Project : **Procurement of Accessible Format Production
Materials including Production Materials for
Distribution to Regions – Rebid for Lots 3, 4 & 5**

ABC : **PhP618,139.73**
End-User : **Bureau of Learning Resources – Learning Resources
Production Division (BLR-LRPD)**

Date & Time : **November 03, 2021; 10:00 A.M.**
Venue : **Thru Video conferencing using MS Teams**

Present:

Bids and Awards Committee (BAC) V: Usec. Diosdado M. San Antonio, Chairperson; Asec. Ramon Fiel G. Abcede, Vice-Chairperson; Dir. Robert M. Agustin, Regular Member; and Ms. Besy C. Agamata and Ms. Maritess L. Ablay, Provisional Members.

Procurement Management Service: Mr. James Ronald G. Ybiernas, Supervising Administrative Officer; Ms. Jonah Shiela B. Rañin, Ms. Ruby Anna G. Balaoro, Ms. Marianes M. Parcon, and Mr. Theo Jeremiah C. Baguio, Technical Assistant II; and Ms. Tiffany T. Arcaya and Ms. Christina R. Guevara, Administrative Support II (BAC Secretariat Division)

End-User Representative(s): Ms. Mildiadema Blando-Lustria and Mr. Eric De Guia (BLR-LRPD)

I. CALL TO ORDER

Usec. Diosdado M. San Antonio, BAC V Chairperson, presided and called the pre-bid conference to order at 10:00 A.M. The BAC Secretariat documented the minutes of meeting.

57 II. CERTIFICATION OF QUORUM

58
59 The BAC V Chairperson certified that the quorum of the BAC was present to
60 transact business. He acknowledged the presence of the BAC members and
61 BAC Secretariat.

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63
64 III. HIGHLIGHTS OF DISCUSSION

65
66 The BAC V Chairperson welcomed everyone to the pre-bid conference and
67 gave a brief description of the project.

68
69 The BAC Secretariat informed everyone that there was no bidder present in
70 the pre-bid.

71
72 Consistent with Sec. 22.3, Rule VII of the IRR of RA 9184, the BAC V
73 Chairperson instructed the BAC Secretariat to proceed with the discussion of
74 the project information, eligibility requirements, technical components of the
75 contract, financial components of the contract and other salient features of
76 the Bidding Documents. Ms. Rañin also presented the deadline and venue
77 for the submission and opening of bids as well as the deadline for
78 submission of letters of clarification for the bidders, if there is any.

79
80 The BAC V Chairperson announced that the prospective bidders may also
81 write a clarificatory letter which may be sent via the BAC Secretariat
82 Division's e-mail address on or before November 05, 2021, 2:00 P.M.

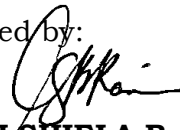
83
84 Having no other matters to discuss, the pre-bid conference was adjourned at
85 10:57 A.M.

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89 Prepared by:



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92 **THEO JEREMIAH C. BAGUIO**
93 Technical Assistant II
94 BAC Secretariat Division

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98 Reviewed by:



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102 **JONAH SHIELA B. RAÑIN**
103 Technical Assistant II
104 BAC Secretariat Division

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108 Reviewed by:

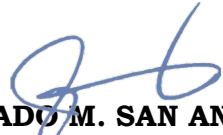


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JAMES RONALD G. YBIERNAS
Supervising Administrative Officer
OIC, BAC Secretariat Division

112 **Minutes of Pre-Bid Conference**


113
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120 End-User : **Bureau of Learning Resources – Learning Resources**
121 **Production Division (BLR-LRPD)**
122
123 Date & Time : **November 03, 2021; 10:00 A.M.**
124 Venue : **Thru Video conferencing using MS Teams**
125
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127
128
129

130 Concurred by:
131 **BIDS AND AWARDS COMMITTEE V**

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135 **DIOSDADO M. SAN ANTONIO**
136 Undersecretary and Chairperson

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138 
139 **RAMON FIEL G. ABCEDE**
140 Assistant Secretary and Vice-Chairperson

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142 
143 **ROBERT M. AGUSTIN**
144 Director IV and Regular Member

145
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149 **BEST C. AGAMATA**
150 Provisional Member

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155 **MARITESS L. ABLAY**
156 Provisional Member
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Welcome to the Pre-Bid Conference!



Procurement of Accessible Format Production Materials including Production Materials for Distribution to Regions- Rebid for Lots 3,4 &5

**November 03, 2021, 10:00 A.M.
Videoconferencing thru MS Teams**

Quick Reminder



Video Conferencing House Rules

Only bidders who have registered using the Online Pre-Bid Form will be accommodated. Sharing of the link provided by the BAC Secretariat is prohibited.

Prospective bidders may send their clarifications via the chat room in this platform

A maximum of two (2) bidder's representatives shall be allowed to participate

Bidder-representatives may join the meeting at least 20 minutes before the scheduled time. The attendance sheets are uploaded at the chat room and have to be signed by those present

All participants must turn on their video for the teleconference - during the introduction of attendees and when speaking

All participants must maintain their microphones on "MUTE", and turn it "ON" only when speaking

Only the BAC Secretariat is allowed and authorized to record the proceedings

Opening Prayer

Lord, we are meeting today to conduct matters of business.

We offer salutations and respect to all present at this meeting.

*We brush off the chairs on which we sit -
to make a clear space for a meeting of minds.*

*We brush off from our clothing any debris picked up on the way -
to clear our minds of extraneous matters.*

*We wipe the blood from our hands -
to acknowledge and apologize for any hurt we have inflicted.*

*We wipe the tears from our eyes -
to acknowledge and forgive any hurt we have received.*

*We take the lump out of our throats -
to let go of any sadness or disappointment.*

*We take the tightness out of our chests -
to let go of any fear or resentment.*

*We acknowledge and pray for guidance -
to the Great Creator Spirit of All Life.*

All these for the greater glory of God.

Bids and Awards Committee V

- **Usec. Diosdado M. San Antonio**
Chairperson
- **Asec. Ramon Fiel G. Abcede**
Vice-Chairperson
- **Dir. Robert M. Agustin**
Regular Member
- **Ms. Besy C. Agamata**
- **Ms. Maritess L. Ablay**
Provisional Members

Observers

(invited through letters dated October 23, 2021)

- **Commission on Audit (COA)**
 - **NAMFREL**
- **ANSA-EAP Foundation, Inc.**
- **Phil. Chamber of Commerce & Industry**
Civil Society Organizations

Project Information

End-User / PMO: **Bureau of Learning Resources-
Learning Resources Production Division (BLR-LRPD)**

Source of Funds: **FY 2021 Current Fund**

Date of Advertisement and Posting of

Invitation to Bid:

October 21, 2021

Supplemental Bid Bulletin:

October 28, 2021

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

Approved Budget for the Contract (ABC)

Lot No.	Project Description	Quantity	Approved Budget for the Contract (ABC) in PhP
3	Chipboard	22,182 pcs	156,429.31
4	Label Sticker	1000 packs	101,666.67
5	Plastic Ring Binder	3085 packs	360,043.75
TOTAL			618,139.73

Project Information

Start of Issuance of Bidding Documents:

October 21, 2021

Cost of Bidding Documents:

Lot	Amount (In Php)
3	500.00
4	500.00
5	500.00
Total	1,500.00

Bidding Documents may be downloaded at the following websites:

<https://notices.philgeps.gov.ph>

<https://www.deped.gov.ph>

Project Information

No. of Prospective Bidders that purchased the Bidding Documents

As of **November 03, 2021**: 0

__ Prospective bidder

The pre-bid conference is open to all interested parties who have or have not bought the Bidding Documents.

Pre-bid Conference

Purpose of Pre-bid Conference

1. To clarify and address bidder's questions on the different aspects of the procurement at hand;
2. For bidders to fully understand the requirements.

*Note that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.

Project Information

For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

1) A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a bidder's information sheet, ***presenting a “freshly-released” negative result (i.e., released within the past 24 to 72 hours) of similar tests (RT/PCR, antigen, or rapid test)***, and payment of a non-refundable fee for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust**.

Project Information

2. Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing a bidder's information sheet (Annex A of BDs). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Bidding Documents

Who may participate?

Filipino Entities

Single / Sole Proprietorships

Partnerships

Corporations

Cooperatives

Joint Ventures

Government Corporate
Entities

Foreign Entities

Direct Participation

Joint Venture (40%)

Eligibility Documents

1. Class “A” Documents

Legal Eligibility Documents

Technical Eligibility Documents




Financial Eligibility Documents

2. Class “B” Documents

**Joint Venture Agreement or Notarized
statements from potential partners**

Legal Eligibility Documents

Business Registration Certificate

 <p style="text-align: center;">REPUBLIC OF THE PHILIPPINES OFFICE OF THE PRESIDENT DEPARTMENT OF FINANCE COOPERATIVE DEVELOPMENT AUTHORITY</p> <p style="text-align: right;">Registration number : 9520-16021735</p> <p style="text-align: center;">CERTIFICATE OF REGISTRATION</p> <p>TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:</p> <p>This is to certify that</p> <p style="text-align: center;">Global Dollar Builder Credit Cooperative Name of Coop 0105163926 CIN</p> <p>with address at UNIT 16-26 2ND FLR. SAN ELIAS BLDG., 38 ORTIGAS AVE. EXT., ROSARIO, PASIG, METRO MANILA, has filed the Articles of Cooperation and By-laws duly signed and acknowledged for its organization under and in accordance with the provisions of Republic Act 9520 were presented for registration with the Authority on April 16, 2012. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.</p> <p>By virtue of the powers and duties vested in me by law, the above named cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with Republic Act 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.</p> <p>Given in Quezon City, Philippines, this 7th day of May, 2012.</p>  <p style="text-align: right;"> EMMANUEL M. SANTIAGUEL, Ph.D. Chairperson</p>	<p>3, as amended by s and regulations</p> <p>GLOBAL CITY,</p> <p>Philippines,</p> <p>S.</p> <p>valid only</p>
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Legal Eligibility Documents

Mayor's / Business Permit



REPUBLIC OF THE PHILIPPINES
CITY OF MANILA
OFFICE OF THE MAYOR
BUREAU OF PERMITS
BUSINESS PERMIT
This certifies that

B.I.N : 117-00-2012-000059
T.I.N :
S.S.S :
Date : 01/31/2012
Permit No. : 2012-41170

NAME CHARMAINE A. SANTOS
 BUSINESS NAME SPE TRAVEL AND TOURS
 ADDRESS RM 406 V MADRIGAL BLDG 288 ESCOLTA ST, BGY 291, ZONE 027 BINONDO, MANILA
 TELEPHONE NOS. _____ NO. OF EMPLOYEES 6 NATIONALITY FILIPINO

has been granted PERMIT to operate the following business/es pursuant to the REVENUE CODE of the City of Manila and after payments of taxes, fees and other regulatory charges and subject to the compliance of such other pertinent laws, ordinances and related administrative regulations.

KIND OF BUSINESS	PERMIT FEES	REMARKS
0757 TRAVEL AGENCY		W/COMMITTEE ON TOURISM 1/27/2012 W/BIRO CLEARANCE 2012 W/LEASE CONTRACT SUBJECT TO THE PRESENTATION OF SSS CLEARANCE AND BIR CERT OF REGISTRATION WITH 30 DAYS FROM THE DATE HEREOF OTHERWISE THIS PERMIT SHALL BE CONSIDERED NULL AND VOID.
0708 TOUR OPTR		
0757 PERMIT FEE	1,500.00	
0757 SIGNBOARD	100.00	
APPLICATION FEE	10.00	
TOTAL	1,610.00	

FAILURE TO COMPLY WITH THE TERMS & CONDITIONS WRITTEN AT THE BACK HEREOF SHALL CAUSE THE IMMEDIATE REVOCATION OF THIS PERMIT.



PROCESSED BY: GLENN G. REYES
 OR NO.: BAE-055202
 DATE: 01/31/2012

SUBJECT TO INSPECTION






BY AUTHORITY OF THE MAYOR
[Signature]
 ATTY. RAFAELITO M. GARAYBLAS
 SECRETARY TO THE MAYOR

Any erasure and/or alteration will invalidate this permit.

SN: **BP- 0022197**

Legal Eligibility Documents

Tax Clearance Certificate

	REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE BUREAU OF INTERNAL REVENUE ACCOUNTS RECEIVABLE MONITORING DIVISION National Office, Quezon City	 BIR Form No. 17.14B
TAX CLEARANCE *** For Bidding Purposes ***		
(Required Under Executive Order No. 398, as implemented by Revenue Regulations No. 3-2005, as amended)		
*** HOSPITAL LINK CO. *** <i>Name of Taxpayer</i>		
<u>ALL SON'S INN BLDG., GEN. ECHAVEZ ST., LOREGA, SAN MIGUEL, CEBU CITY</u> <i>Address</i>		
<u>200-318-321-000</u> <i>Taxpayer Identification Number</i>		
<p>This is to certify that the above mentioned taxpayer has no listed tax liability based on the Tax Delinquency Verification/Certification issued by Revenue Region No. 13 as of December 06, 2016.</p> <p>Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this clearance.</p> <p>Issued this day, Friday, 16 December 2016</p> <p style="text-align: right;"> ROSANA P. SAN VICENTE Chief, Accounts Receivable Monitoring Division</p>		
TCC NO. NO-ARMD-12-16-R0092-2016		
		
<small>NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL December 16, 2017 ONLY OR UNTIL REVOKED, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON December 13, 2016 UNDER EFP: PAYMENT TRANSACTION NO. 165665827. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.</small>		

Legal Eligibility Documents

PhilGEPS Certificate of Registration and Membership

2016 Revised IRR of RA 9184, all bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class “A” eligibility documents under Sections 23.1(a) and 24.1(a) of the same IRR.

Deferment of Mandatory Submission of PhilGEPS Certificate of Registration and Membership (CIRCULAR 07-2017, 31 July 2017)



During bid opening bidders may submit:

1. Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR;
2. PhilGEPS Certificate of Platinum Registration and Membership in lieu of their uploaded file of Class “A” Documents; or
3. a combination thereof.

Note: Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement

Technical Eligibility Documents

LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED *BUT NOT YET STARTED*

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	Owner's Name a. Address b. Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate **"No ongoing contracts" or "None" or "Not Applicable (N/A)"** under the Column for Name of Contract (first column from left)

Submitted by: _____
 Printed Name and Signature of Authorized Representative
 Designation: _____
 Date: _____

Technical Eligibility Documents

Statement Identifying the Single Largest Completed Contract

Business Name	: _____					
Business Address	: _____					
Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed d. Contract Performance certified by End User
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: The bidder shall be able to support this statement with:

Duly signed Contracts/Purchase Orders (POs)/ Agreements/Memoranda of Agreement (MOA)/Notices of Award (NOA)/Job Orders or Notices to Proceed (NTP) with the corresponding

Certificates of Completion of Delivery (CCDs)/ Certificates of Final Acceptance (CFAs)/duly signed Delivery Receipts (DRs), **or** duly accomplished Inspection and Acceptance Reports (IARs)

Submitted by : _____

(Printed Name and Signature)

Designation : _____

Date : _____

Sec. III. Bid Data Sheet

- Prospective bidder should have completed, within a period of **five (5) years** immediately preceding the deadline for submission of bids, **Single Largest Completed Contract (SLCC)** similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be **at least twenty-five percent (25%)** of the ABC of the lot bid for; **OR** have completed, within a period of five (5) years immediately preceding the deadline for submission of bids, at least **two (2) similar contracts** and the **total of the aggregated** contract amount should be equivalent to **at least twenty-five percent (25%)** of the ABC of the lot/s bid for; and the largest of these similar contracts must be equivalent to at least 12.5% of the ABC of the lot/s to be bid.
- For this purpose, similar contracts shall refer to **Procurement of Accessible Format Production Materials including Production Materials for distribution to Regions**

Technical Documents

1. Bid Security

2. Compliance with the Schedule of Delivery

3. Compliance with the Technical Specifications

4. Omnibus Sworn Statement with Certificate of Authority of Signatory

Technical Documents

Bid Security

Forms of Bid Security	Amount (not less than the required percentage of the ABC)
a) Cash or Cashier's/Manager's Check	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit	
c) Surety bond	Five percent (5%)

Technical Documents

Bid Security

Lot No.	Description	Cost Breakdown of the Approved Budget for the Contract (ABC) Php	Bid Security Form & Amount (if other than Bid Securing Declaration)	
			2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit)	5% of ABC (if bid security is in Surety Bond)
3	Chipboard	156,429.31	3,128.59	7,821.47
4	Label Sticker	101,666.67	2,033.33	5,083.33
5	Plastic Ring Binder Comb	360,043.75	7,200.88	18,002.19

Technical Documents

Bid Security : Bid Securing Declaration

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of *[month]*
[year] at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Technical Documents

Omnibus Sworn Statement

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- Carefully examine all of the Bidding Documents;
- Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this day of, 20 at _____, Philippines.

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

Financial Eligibility Documents

Audited Financial Statements

SGV
Building a better
working world

Sycip Gorres Velayo & Co.
6760 Ayala Avenue
1226 Makati City
Philippines

Tel: (632) 891 0307
Fax: (632) 819 0872
www.sgv.com.ph

BOA/IFRC Reg. No. 0001
December 14, 2015, valid until December 31, 2018
SEC Accreditation No. 0012-FR-4 (Group A)
November 10, 2015, valid until November 9, 2018

INDEPENDENT AUDITOR'S REPORT

The Stockholders and the Board of Directors
Sun Savings Bank, Inc.
GF Jeserver Building
Fuente Osmeña Circle
Osmeña Boulevard
Cebu City

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Sun Savings Bank, Inc. (the Bank), which comprise the statements of financial position as at December 31, 2016 and 2015, and the statements of income, statements of comprehensive income, statements of changes in equity and statements of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Bank as at December 31, 2016 and 2015, and its financial performance and its cash flows for the years then ended in accordance with Philippine Financial Reporting Standards (PFRSs).

Basis for Opinion

We conducted our audits in accordance with Philippine Standards on Auditing (PSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Bank in accordance with the Code of Ethics for Professional Accountants in the Philippines (Code of Ethics) together with the ethical requirements that are relevant to our audit of the financial statements in the Philippines, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.


Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PFRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Bank's financial reporting process.

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- 3 -

Report on the Supplementary Information Required Under Revenue Regulations 15-2010

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information required under Revenue Regulations 15-2010 in Note 23 to the financial statements is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. Such information is the responsibility of the management of Sun Savings Bank, Inc. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

SYCIP GORRES VELAYO & CO.

Ray Francis C. Balagtas
Ray Francis C. Balagtas
Partner
CPA Certificate No. 108795
SEC Accreditation No. 1510-A (Group A),
October 1, 2015, valid until September 30, 2018
Tax Identification No. 216-950-288
BIR Accreditation No. 08-001998-107-2015,
March 4, 2015, valid until March 3, 2018
PTR No. 5908666, January 3, 2017, Makati City
April 7, 2017

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ROLANDO M. SUAREZ
TEL: 183-584-9800/04



Financial Eligibility Documents

Computation of Net Financial Contracting Capacity OR Committed Line of Credit

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started

NFCC = must be at least equal to the ABC to be bid.

Committed Line of Credit = must be at least equal to ten percent (10%) of the ABC of the lot of lots bid for

Financial Eligibility Documents

Computation of Net Financial Contracting Capacity OR Committed Line of Credit

In case of a bid involving two or more lots, the bidder shall indicate in the NFCC form the lots bid for, in their order of priorities or preferences. The first lot in the order shall follow the following formula:

NFCC = [(current assets minus current liabilities) x (15)] - value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started

For subsequent lots, the formula shall be as follows:

NFCC = [(current assets — current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started + value of the prior lot/s bid for]

Class “B” Documents

Joint Venture Agreement

OR

Duly notarized statements from all the potential joint venture partners



In adherence to health protocols and to ensure the safety of everybody, all participants to the submission and opening of bids for the project are required to present a **latest negative result of rapid test/ swab test/ antigen test**, before entering the premises of the Department of Education.

Only **one (1) representative per bidder** will be allowed entry into the premises.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC and TWG members shall be considered pursuant to GPPB Resolution No. 09-2020.

No Contact Rule

Section 32.1 of the IRR of RA 9184

“Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing.”

Sec. III. Bid Data Sheet

ITB Clause 15

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL – FINANCIAL COMPONENT.” In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids.

In the event of any discrepancy between the original and the copy, the original shall prevail.

Sec. III. Bid Data Sheet

ITB Clause 15 (cont.)

Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).

Sec. III. Bid Data Sheet

ITB Clause 15 (Cont.)

To facilitate the receipt and classification of bid envelopes, **outer envelopes** shall be color **RED**, **inner envelope containing Technical Proposal** shall be color **Blue** and **inner envelope containing Financial Proposal** shall be color **Green**.

Post qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post-qualification documents during bid submission.

Note: Each Bidder shall submit three (3) paper copies of its bid.

Sec. III. Bid Data Sheet

ITB Clause 15 (Cont.)

Unsealed or unmarked bid envelopes, shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Online submission of bids is not allowed.

Sec. III. Bid Data Sheet

ITB Clause 20.2

Within a non-extendible period of **five (5) calendar days** from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:

- A. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;

Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.

NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.

Sec. III. Bid Data Sheet

ITB Clause 20.2 (cont.)

B. Certificate of PhilGEPS Registration (Platinum Membership); and

C. Other appropriate licenses and permits required by law and stated in this **BDS**.

Sec. III. Bid Data Sheet

ITB Clause 20.2

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 20.2.

The envelope shall be placed in a **brown** envelope and marked:

- ITB 20.2 Documents
- Name of Project: _____
- Bid Opening Date: _____
- Name of Bidder: _____

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

- Service Provider may submit a request for payment based on the Progress Reports which shall be attached to the progress billing and include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and Acceptance Reports, including certification by Service Provider, as approved by the duly authorized DepEd representative, that the items have been delivered and/or properly installed and commissioned in accordance with the contract.
- Delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment (cont.)

- Payments shall be subject to the “**Warranty**” provision in the form of either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee in the amount equal to at least one percent (1%) of the Contract Price as provided under Section 62.1 of R.A. 9184 and its Revised IRR.
- (NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (***Bureau of Learning Resources – Manila***) and the Contract Management Division of the Procurement Management Service, Central Office.

Section V. Special Conditions of Contract

- **GCC Clause 2.2, Schedule of Payment (cont.)**

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the delivery site and upon submission of documents under this contract shall be as follows:

- **Advance Payment**

An advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

- For the **initial progress payments**, a minimum of 25% of the Contract Price shall be paid to the Service Provider upon a minimum of 25% delivery, acceptance and installation of Goods at the delivery site.

Section V. Special Conditions of Contract

- **GCC Clause 2.2, Schedule of Payment (cont.)**
- **Final payment** shall constitute release of the retention money in case of expiry of the warranty period, or in case of use in part the retention money by reason of a call upon the warranty, the final payment shall constitute the release of the balance amount.

All progress payments shall first be charged against the advance payment until the latter have been fully exhausted.

Section V. Special Conditions of Contract

GCC Clause 3, Performance Security

- The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Service Provider is in default of any of its obligation under the contract. The Service Provider shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from DepEd, to ensure that it is in force and effect for the whole duration of the contract delivery period, and until a Certificate of Final Acceptance is duly issued and services are fully rendered.
- Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.

Section V. Special Conditions of Contract

GCC Clause 5, Warranty

- A comprehensive and onsite warranty for three (3) months for the procured items will be applied. The said warranty period shall reckon from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered Goods have been duly inspected and accepted (i.e. final acceptance).
- The obligation for the warranty shall be covered by retention money in an amount equivalent to one percent (1%) of every progress payment or a special bank guarantee equivalent to one percent (1%) of the Contract Price.
- In case the Supplier opts for retention money, the amount shall only be released after the lapse of the entire warranty period, unless during the remainder of the warranty period, the retention money is substituted with a special bank guarantee as prescribed above.
- The Special Bank Guarantee shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.

Section VI. Schedule of Requirements

Lot No.	Description	Quantity (unit)	Contract Duration
3	Chipboard	22,182 pieces	Within Ninety (90) Calendar Days from the receipt of Notice to Proceed
4	Label Sticker	1000 packs	
5	Plastic Ring Binder Comb 16mm	1035 packs	
	Plastic Ring Binder Comb 19mm	1015 packs	
	Plastic Ring Binder Comb 25mm	1015 packs	

Section VI. Schedule of Requirements

Delivery Schedule:

Complete delivery shall be made within Ninety (90) calendar days upon conformance on the Notice to Proceed in coordination with DepEd Bureau of Learning Resources- Learning Resources Production Division (BLR-LRPD).

Delivery Site:

Goods shall be delivered to DepEd Central Office, Asset Management Division, Meralco Avenue, Pasig City.

Section VI. Schedule of Requirements

Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

Section VII. Technical Specifications

Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
3	<p>Chipboard</p> <ul style="list-style-type: none"> • Use as front and back cover of braille material to prevent the braille dots' flattening • Thick enough to prevent flattening of the braille dots • 11" x 11.5" size • 19 hole pre-punched • Gauge 50 • 80 sheets per bundle or package • If possible, from recycled materials • Could be from a material #60-40 sheets that could be cut to come up with four 11"x11.5" dimension part without the 19 pre-punched holes 		

Section VII. Technical Specifications

Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
4	<p>Labels Sticker</p> <ul style="list-style-type: none"> • Use as a label of the braille learning resource • Could be sturdy taped or stick on the chipboard or material used as the cover of the braille learning resource (LR) • printer ink will not smudge • Could be embossed • 105mm x 57 mm • 10 labels per A4 size • 10 sheets per pack • It comes in another package other than what is mentioned, but the dimension of the label sticker must be the 105mm x 57mm 		

Section VII. Technical Specifications

Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
5	<p>Plastic Ring Binder Comb (16mm)</p> <ul style="list-style-type: none"> • Use as spine bind the braille sheets and covers of one volume of k-Grade 3 LR • With at least 19-teeth or rings, use as spine in binding 50 sheets 11"x11.5" braille paper and 2 • 16mm Plastic binder • 21 rings • 10 pcs per pack • Dead edges • Another quantity per pack provided is the 16mm dimension plastic comb ring binder. • A 42-long piece of plastic ring binder could be cut into 4 parts 19 rings 16mm dimension plastic comb ring binder. 		

Section VII. Technical Specifications

Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
5	<p>Plastic Ring Binder Comb (19mm)</p> <ul style="list-style-type: none"> • Use as spine bind the 55-braille sheets and covers of a volume K-Grade 12 LR • With at least 19-teeth or rings use as spine in binding 55 sheets 11"x11.5" braille paper and 2 braille • 19mm Plastic binder • 21 rings • 10 pcs per pack • Dead edges • Another quantity per pack provided it is the 19-20mm dimension plastic comb ring binder • A 42-long piece of plastic ring binder could be cut into 4 parts 19 rings 19-20mm dimension plastic comb ring binder. 		

Section VII. Technical Specifications

Lot No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
5	<p>Plastic Ring Binder Comb (25mm)</p> <ul style="list-style-type: none"> • Use as spine bind the 75 braille sheets and covers of a volume Grade 4-12 LR • With at least 19-teeth or rings use as spine in binding 75 sheets 11"x11.5 Braille paper and 2 braille • 25mm plastic binder • 21 rings • 10 pcs per pack • Dead edges • Other quantity per pack provided it is the 25mm dimension plastic comb ring binder • A 42-long piece of plastic ring binder could be cut into 4 parts 19 rings 25mm dimension plastic comb ring binder 		

Deadline for Submission and Opening of Bids

November 15, 2021

**10:00 A.M. – Deadline for Submission and Opening
of Bid/s**

**Bulwagan ng Karunungan
Ground Floor, Rizal Bldg.**

Deadline for Letters of Clarification:

November 05, 2021 at 2:00 PM

depedcentral.bacsecretariat@deped.gov.ph

Pre-Bid Conference

FLOOR NOW OPEN
FOR QUERIES



PROCUREMENT MANAGEMENT SERVICE

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines

Website: <http://www.deped.gov.ph>; email: depedcentral.bacsecretariat@deped.gov.ph

Telefax: 8633.93.43 / 8636.65.42

**Bids and Awards Committee V
ATTENDANCE SHEET**

◇ Pre-Procurement Conference

◆ Pre-Bid Conference

◇ Bid Opening

◇ Post-Qualification

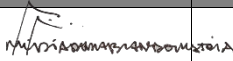
Project(s) : **1. Procurement of Accessible Format Production Materials including Production Materials for Distribution to Regions**

Date : **November 3, 2021**

Time : **10:00 AM onwards**

Venue : **Through MS Teams**

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
I. BAC Officials		BAC Secretariat Division			
Chairperson		James Ronald G. Ybiernas, SAO		Jonah Shiela B. Rañin, TA II	
Usec. Diosdado M. San Antonio <i>Curriculum and Instruction</i>		Raquel S. Familara, AA III		Daisy A. Adriatico, TA I	
Vice-Chairperson		Marlgin de Jack S. Salayon, AA III		Theo Jeremiah C. Baguio, TA I	
Asec. Ramon Fiel G. Abcede <i>Finance</i>		Ivy E. Acebo, STA II		Jelly Anne Therese A. Dioso, TA I	
Regular Member		Lady Love S. Arenas, STA II		Rubi Angeli C. Pirote, TA I	
Dir. Robert M. Agustin <i>Administrative Service</i>		Christa O. Nicolas, STA II		Viktor Nigel F. Robles, TA I	
Provisional Members		Lauro L. Roberto, Jr., STA II		Roderin C. Balla, AS II	
Ms. Besy C. Agamata <i>CEPS, Learning Resources Production Division</i>		May Ann D. Escorsa, STA I		Tiffany T. Arcaya, AS II	
Ms. Maritess L. Ablay <i>CAO, Asset Management Division</i>		Lee Jeffrey Roedell C. Oliva, STA I		Karlo Vizenzo M. Medina, AS II	
Dir. Joel S. Erestain <i>Palarong Pambansa Secretariat</i>		Ruby Anna G. Balaoro, TA II		Jaycee B. Quilatan, AS II	
Mr. Florentino M. Barte, Jr. <i>CAO, General Services Division</i>		Danilo P. Catague, TA II		Joan B. Sabino, AS II	
Mr. Charles Cedrick C. Maghirang <i>OIC, Organization Effectiveness Division</i>		Rally M. Jandoc, TA II		Homer A. Silva, AS II	
Mr. Albert C. Alano <i>SAO, Asset Management Division</i>		Paula Janine L. Manuel, TA II		Adrian Paul D. Esplana, AS I	
Dir. Lope B. Santos III <i>Dir.IV, Bureau of Learner Support Services</i>		Reymark B. Nagallo, TA II		Arben Allan A. Gomez, AS I	
		Marianes M. Parcon, TA II		Christopher P. Ludovice, AS I	
		Christina R. Guevara, AS II		Patricia P. Muñoz, AS I	

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
II. Office of the Asst. Sec. for Procurement and Administration					
Atty. Salvador C. Malana III, Assistant Secretary					
III. Procurement Management Service					
Atty. Marcelo H. Bragado, Jr., Director IV					
Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)					
Mildiadema Blando-Lustria, BLR-LRPD					
Eric De Guia, BLR-LRPD					
V. End-User Representative(s)					
VI. Observer(s)					