



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF CAGAYAN DE ORO CITY**  
Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



**MINUTES OF THE PRE-BID CONFERENCE ON THE PROCUREMENT OF SUPPLY  
AND DELIVERY OF TECHNICAL VOCATIONAL LIVELIHOOD (TVL) TOOLS &  
EQUIPMENT IN DEPED-DIVISION OF CAGAYAN DE ORO CITY**  
**ABC: Php 5,394,800.95**

**January 21, 2019**  
**Grand Caprice (Ballroom)**  
**4:00PM**

*Attendance:*

**Bids & Awards Committee:**

Rosalio R. Vitorillo	-	BAC Vice Chairman/Presiding Officer
Romiel S. Vallente	-	BAC Member
Baldomero Mark B. Meso III	-	BAC Member
Cynthia V. Yañez	-	BAC Member
Eulogio R. Suaner, Jr.	-	BAC Member
Juan A. Mingo	-	TWG
Jean S. Macasero	-	TWG
Milagros P. Recamadas	-	BAC Secretariat Chairman

**Bidder:**

Renato Richie Neri, Jr	-	Marketing Officer Diamond Star Trading
Clint Bagaloyos	-	Representative DML's Trading

**I. CALL TO ORDER**

Mr. Rosalio R. Vitorillo, BAC Co-chairman called the conference to order at 4:05PM. He instructed the BAC Secretariat Chairman-Mrs. Milagros P. Recamadas to call the roll in order to establish a quorum.

**II. CERTIFICATION OF QUORUM**

Mrs. Recamadas certified that there was quorum to transact business after acknowledging the presence of the BAC Co-chairperson & members, TWG and bidder representatives in attendance.

**III. BUSINESS PROPER AND HIGHLIGHTS OF THE CONFERENCE**

Mr. Vitorillo formally opened the meeting by giving the overview of the project, which was a rebid of the "Procurement of Supply and Delivery of Technical Vocational Livelihood (TVL) Tools & Equipment in DepEd-Division of Cagayan de Oro City with ABC



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of Php 5,394,800.95 which was pre-procured on January 10, 2019. He further informed the bidders that the procurement comprised originally with 12 lots but Lot C has been already awarded to a qualified bidder. Hence, the project has only 11 lots, as follows:

- Lot A – 4 Packages-Cookery (NC II)  
ABC: Php 1,208,956.36
- Lot B – 9 Packages-Computer System Servicing (NC II)  
ABC: Php 993,645.45
- Lot D – 5 Packages of Bread and Pastry Production (NC II)  
ABC: Php 821,608.20
- Lot E – 6 Packages of Food and Beverage Services (NC II)  
ABC: Php 893,658.60
- Lot F – 3 Packages of Shielded Metal Arc Welding (NC I and NC II)  
ABC: Php 280,308.15
- Lot G – 1 Package of Beauty/Nail Care (NC II)  
ABC: Php 119,045.47
- Lot H – 3 Packages of Front Office Services (NC II)  
ABC: Php 44,446.38
- Lot I – 1 package of Animation (NC II)  
ABC: Php 169,563.75
- Lot J – 1 package of Horticulture (NC II)  
ABC: Php 236,952.72
- Lot K – 3 packages of Housekeeping (NC II)  
ABC: Php 491,439.42
- Lot L – 2 packages of Technical Drafting (NC II)  
ABC: Php 135,176.56

Mr. Vitorillo asked the TWG to present concerns regarding the procurement. Mr. Mingo clarified with the prospective bidders as to how many Lots they would like to bid. The Marketing Officer, Mr. Neri of Diamond Star Trading informed the Committee that they will prepare bidding documents for all lots. The representative from DLM's Trading said, they will prioritize Lot F. Discussion on the PhilGEPS Registration category of the bidders was given emphasis in order to avoid problems that may arise during the procurement process.

Mr. Vitorillo stressed that the bidding documents can be bought Php 1,000.00 per Lot or as a whole project in the amount of Php 10,000.00 since the ABC is more than 5M. He then asked the prospective bidders if there queries that they would like to clarify. Mr. Neri made clarification where to deliver the items, if and when the project will be awarded to them. Mr. Vitorillo replied that the packages shall be delivered to



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the recipient schools. The DLM's Trading concern was about to whom they could immediately ask for assistance to address their concerns relative to the preparation of the bidding documents. Mr. Vitorillo made it clear that the BAC Secretariat serves as the source of information and communication concerning the procurement process and procedures.

Having no more issues, concerns & clarifications for the procurement, the Presiding Officer dismissed the prospective bidders and TWG. The Committee proceeded to discuss other matters.

#### **IV. OTHER MATTERS**

1. Approval of 3ME Buenamano Marketing letter request for the extension of the delivery of supplies from 15 days to 30 days
  - The Committee approved the request of extension but given the specific date of February 15, 2019.
  - Dr. Meso, the TWG was instructed to inform 3ME Marketing and BAC Secretariat will prepare an official reply to their request.
2. Overdue payables to VIP Hotel – Activity c/o Mr. Mahayag
  - Mr. Vallente shall coordinate with Mr. Calubag as to where the funds will be taken for the payment of the activity.
3. Honorarium of the Speaker – SHARED Leadership
  - Mr. Vallente will draft justification for the delay of submission of the documents to facilitate payment of the speaker.

#### **IV. ADJOURNMENT**

With no other matters for discussion, the Conference was adjourned at 4:55PM.

Prepared by:

**MILAGROS P. RECAMADAS**  
BAC Secretariat Chairman

Noted by:

**ROSALIO R. VITORILLO**  
SGOD Chief /BAC Co-chairperson  
Presiding Officer