



**MINUTES OF THE PRE-BID CONFERENCE ON THE PROCUREMENT OF VENUE,  
ACCOMMODATION AND MEALS WITH SNACKS FOR THE WORKSHOP ON THE  
CLUSTER TRAINING OF THE QUALITY ASSURANCE AND IPR ORIENTATION  
FOR REGIONAL AND DIVISION LRMDs PERSONNEL (Mindanao Cluster)  
ABC: Php 1,490,000.00**

**December 12, 2018  
ASDS Office  
9:00 AM**

**Attendance:**

**Bids & Awards Committee:**

Alicia E. Anghay, PhD.	-	BAC Chairperson
Rosalio R. Vitorillo	-	BAC Vice Chairman
Baldomero Mark B. Meso III	-	BAC Member
Cynthia V. Yañez	-	BAC Member
January Gay Valenzona	-	TWG
Marlyn M. Guligado	-	BSP Council Scout Executive
Judy O. Albor	-	GSP Council Scout Executive
Milagros P. Recamadas	-	BAC Secretariat Chairman

**Bidder:**

No Bidder

**I. CALL TO ORDER**

Dr. Alicia E. Anghay, BAC Chairman called the conference to order at 9:40M. Preliminaries of the meeting were ensued by Mrs. Milagros P. Recamadas, the BAC Secretariat Chairman.

**II. CERTIFICATION OF QUORUM**

The BAC Secretariat Chairman certified that there was quorum to transact business after she acknowledged the presence of the BAC Chairperson & Members, TWG and bidder representatives in attendance.

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

The BAC Chairman, Dr. Alicia E. Anghay formally opened the meeting by giving the overview of the project: *“Procurement of Venue, Accommodation and Meals with Snacks for the Workshop on the Cluster Training of the Quality Assurance and IPR Orientation for Regional and Division LRMDs Personnel (Mindanao Cluster) with ABC of Php 1,490,000.00 which was pre-procured on Pre-procured November 26, 2018.*



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



She requested the TWGChairman, Dr. January Gay Valenzona to give the details of the activity to be procured.

Dr. Valenzona presented the details as stipulated in the PhilGEPS posting.

The BAC Chairman asked Dr. Valenzona regarding the small number of parking reservations. Dr. Valenzona answered that most of the participants have no vehicle since they are not from Cagayan de Oro City.

#### ***IV. ADJOURNMENT***

With no other matters for discussion, the Pre-bid Conference for the procurement ended at 9:55AM.

Prepared by:

**MILAGROS P. RECAMADAS**

BAC Secretariat Chairman

Noted by:

**ALICIA E. ANGHAY, Ph.D.**

ASDS/BAC Chairperson