



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 MEALS AND SNACKS  
FOR THE COAA DELEGATION TO THE 2018 NMRAA IN TANGUB CITY  
ABC: Php 1,365,120.00**

**November 13, 2018  
ASDS Office  
2:00PM**

*Present were:*

**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
Marlyn M. Guligado	-	BSP Scout Executive
Milagros P. Recamadas	-	BAC Secretariat Chairman

**Bidder:**

No Bidder

**I. CALL TO ORDER**

Rosalio R. Vitorillo, BAC Vice-Chairman called the conference to order at 2:20PM. 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 Members, TWG and bidder representatives in attendance.

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

The BAC Vice-Chairman and Presiding Officer, Rosalio R. Vitorillo presided the meeting. He formally opened the meeting by giving the overview of the project which is Procurement of Meals and Snacks for the COAA Delegation to the 2018 NMRAA in Tangub City in DepEd-Division of Cagayan de Oro City. He further presented the details of the project to be procured and other specifications as posted in PhilGEPS.

**IV. ADJOURNMENT**

Since there were no more concerns raised, the conference ended at 2:30PM.

Prepared by:

**MILAGROS P. RECAMADAS**  
BAC Secretariat Chairman

Noted by:

**ROSALIO R. VITORILLO**  
BAC Vice-Chairman/Presiding Officer