



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

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**MINUTES OF PREBID CONFERENCE**

**Procurement of Tablets for the Provision of Learning Resources for SY  
2022-2023 in the Implementation of Basic Education Learning  
Continuity Plan (BE-LCP) for Elementary Education  
ABC: Php 18,677,494.08**

**Solicitation Number: 2022-049  
Reference Number: 8772126**

**<https://meet.google.com/ovm-sbkf-dkn>  
DepEd-Division of Cagayan de Oro City  
July 4, 2022 @ 9am**

**Attendance:**

Lorebina C. Carrasco	-	BAC Chairman
Rosalio R. Vitorillo	-	BAC Co-chairman
Baldomero Mark B. Meso III	-	BAC Member
Cynthia V. Yañez	-	BAC Member
Risa Bea Socorro M. Borres	-	BAC Member
Ray O. Maghuyop	-	BAC Member
Milagros P. Recamadas	-	BAC Secretariat
Lanie M. Signo	-	BAC Secretariat

**TWG/End-user:**

Joel D. Potane	-	Senior Program Specialist Division LR Manager
James Robert Z. Sijo	-	Division ICT Officer

**Observer/s:**

Honie A. Ranario	-	BSP Council
Judy O. Albor	-	GSP Council

**Bidder/s:**

Cereno, Noe C.	-	Maxcor Interventures
Cua, Eric Dario R.	-	Kosmos Technomobile Inc.
Angeles, Chonna	-	HELIX, Inc.
Cadalo, Jayrah G.	-	Testlab Engineering & Geotech Services
Lopena, Aurea C.	-	Mustard Seed Systems Corporation

**I. Call to Order**

The conference officially commenced at 9:10am both face-to-face and virtual via <https://meet.google.com/ovm-sbkf-dkn>. The meeting started with an opening



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prayer led by Mrs. Cynthia V. Yanez followed by checking of attendance by Mrs. Milagros P. Recamadas and presented to the BAC Chairman, Dr. Lorebina C. Carrasco for the declaration of quorum.

**II. Declaration of Quorum**

After the roll-call of the committee and identification of prospective bidders and observers present, the BAC Chairperson declared a quorum. Dr. Carrasco, formally started the Pre -bidding Conference by giving background of the project to be procured:

*Procurement of Tablets for the Provision of Learning Resources for SY 2022-2023 in the Implementation of Basic Education Learning Continuity Plan (BE-LCP) for Elementary Education with ABC of Php 18,677,494.08*

**III. Conference Proper**

Dr. Carrasco requested the TWG to present the detailed requirement specifications of the tablets to be procured.

Mr. Sijo presented the technical specifications while Dr. Potane discussed the inclusions.

**IV. Discussion and clarification**

Clarification	BAC Resolution
I/O: Micro USB 2.0, 5V 2A input	Change to Type C Changes will be posted in the Bid Bulletin
Provision of the inclusions	English Reading Kit-from the supplier SLMs-from LR of the procuring entity
Are ICT equipment such as laptops be considered similar project for SLCC)	Yes.
Will the bidders need to bring sample of the tablet during the opening of bids?	Not necessary.
Number of days for the delivery. Can the bidder request for extension?	30 days BAC will stick to the contract.
Is the copyright certificate be included in the submission of the bidding documents?	Yes.
How much is the selling amount of the bid docs?	Php 25,000.00 under the bracket of more than 10million up to 50 million





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Will the bidders be provided with advance copy of the bidding documents?	Only upon payment of the bid docs.
Can the bidders buy bid docs online?	The BAC can send softcopies of the bid docs to the prospective bidders but the transaction of the payment shall be done at the procuring entity cashier.

**V. Bid docs Preparation**

To guide the prospective bidders in the preparation of the bidding documents both technical and financial parameters for the infrastructure procurement process, Mrs. Recamadas presented the following.

- a. Manner of submission of documents.
- b. Required documents to determine if bidders are eligible.

**1<sup>st</sup> sealed envelope contains:**

**Eligibility Components** - PhilGEPS Registration (Platinum Membership), SEC Certificate or DTI, Valid and Current Mayor's/Business Permit and Valid and Current Tax Clearance.

**Technical Components** - Statement of all its on-going government and private contracts, SLCC, Bid Security, and Omnibus Sworn Statement.

**Financial Components** - Audited Financial Statements including the following: Balance Sheet or Statement of Financial Position; Income Statement or Statement of Comprehensive Income; Statement of Changes of Equity; Cash Flow Statement; and Notes to financial Statement.

**2<sup>nd</sup> sealed envelope contains:**

**Financial Proposal:** (1) Original of duly accomplished and signed Financial Bid Form; Original of duly accomplished and signed Bid Prices or Bill of Quantities; Duly accomplished detailed estimates Form; and Cashflow by quarter.

- c. Common reasons for disqualifications such as the following: (1) Late submission of Bid; (2) Incomplete Submission of requirements (including additional requirements); (3) Unsealed or unmarked Bid; (4) Wrong project number or reference number indicated on the bid document submitted; (5) Use of unprescribed forms; (6) Unsigned documents by the authorized representative; (7) Expired licenses/certificates; (8) Misplaced Eligibility and Technical Requirements to Financial Envelope; and (9) Statement of Single Largest Completed Contract does not conform with the required similar contract (bid data sheet ITB clause 5.4).
- d. Sale of bidding documents. For this project is Php 25,000.00.
- e. Dropping of bids: July 18, 2022 on or before 9:00am.
- f. Opening of bids: July 18, 2022 @ 10:00am. 2<sup>nd</sup> Floor Canteen Building



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- g. All prospective bidders were instructed to always refer to the timelines in the PhilGEPS posting: Bid Bulletin will be posted when there are changes due to conflict of schedule because of multifarious activities.

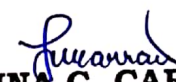
**VI. Adjournment**

There being no other matters to discuss the meeting was adjourned at 9:45am.

Prepared by:

  
**MILAGROS P. RECAMADAS**  
BAC Secretariat

Noted by:

  
**LOREBINA C. CARRASCO**  
OIC-Asst. Schools Division Superintendent  
BAC Chairman