



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

MINUTES OF PRE-BID CONFERENCE

Procurement of 2022 Network Infrastructure to Support the Resource
System of the Department of Education, Division of Cagayan de Oro City
ABC: Php 1,000,000.00

Solicitation Number: 2022-076
Reference Number: 9223384

<https://meet.google.com/mpg-oepg-gvk>
DepEd-Division of Cagayan de Oro City
November 22, 2022, 3:00pm

Attendance:

Rosalio R. Vitorillo	-	Co-Chairman
Baldomero Mark B. Meso III	-	Member
Romiel S. Vallente	-	Member
Cynthia V. Yañez	-	Member
Bea Risa Socorro M. Borres	-	Member
Milagros P. Recamadas	-	Secretariat
Loredelle L. Tacandong	-	Secretariat

TWG/End-user:

James Robert Z. Sijo	-	Division ICT Coordinator
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Observer/s: None

Bidder/s:	Jhessa Marie Labra	-	iLogix
	Anthony Atterviy	-	Dataworld
	Ann Marichu Paabayao	-	Mustard Seed Systems Corporation
	Leynor Pastor	-	T & E Enterprises

I. Call to Order

The conference officially commenced at 3:30pm both face-to-face and virtual via <https://meet.google.com/mpg-oepg-gvk>. The meeting started by checking the attendance by Milagros P. Recamadas and presented to the Co-Chairman, Dr. Rosalio R. Vitorillo for the declaration of quorum.



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II. Declaration of Quorum

After the roll-call of the committee and identification of prospective bidders and TWG, Dr. Vitorillo declared a quorum. He formally started the Pre-bidding Conference by giving background of the project to be procured with its approved budget:

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III. Conference Proper

Dr. Vitorillo requested the TWG to present the requirement specifications of the project to be procured. Mr. James Sijo presented the detailed technical specifications.

IV. Discussion and clarification

- There were no questions asked from the prospective bidders who were virtually present.
- It was noticed that there were prospective bidders who were not able to join at the start of the meeting, when asked if they some queries, they said "none".

V. Biddocs Preparation

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

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

1st 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.

2nd 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.




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- 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 - Php 1,000.00
- e. Dropping of bids: December 5, 2022 on or before 2:00am.
- f. Opening of bids: December 5, 2022 @ 3:00pm. 2nd Floor Canteen Building


VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 4:00pm.

Prepared by:


MILAGROS P. RECAMADAS
BAC Secretariat

Noted by:


ROSALIO R. VITORILLO
Chief, School Governance & Operation Division
Co-BAC Chairman