



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

MINUTES OF PRE-BID 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 (Savings) of DepEd-
Division of Cagayan de Oro City
ABC: Php 638,000.00

Solicitation Number: 2022-077
Reference Number: 9223780

<https://meet.google.com/mpg-oepg-gvk>
DepEd-Division of Cagayan de Oro City
November 22, 2022, 4:00pm

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
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I. Call to Order

The conference officially commenced at 4:05pm both face-to-face and virtual via <https://meet.google.com/mpg-oepg-gvk>, however, none of the prospective bidders attended in the virtual link provided and in-person. 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

The Secretariat called the roll of the committee and TWG, since no prospective bidders were present. 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

- It was emphasized that the specs and the inclusions are based on the minimum specification for ICT Equipment to be procured using DepEd Funds stipulated in Regional Memorandum No. 460, s.2022 released on August 1, 2022 in consonance to OUA Memo 00-0622-0164

V. Biddocs Preparation

For the guidance of 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.