



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
(Rebid)**

**Solicitation Number: 2022-095
Reference Number: 9327883**

**<https://meet.google.com/mpg-oepg-gvk>
DepEd-Division of Cagayan de Oro City
December 14, 2022, 3:30pm**

Attendance:

Lorebina C. Carrasco	-	Chairman
Rosalio R. Vitorillo	-	Co-Chairman
Baldomero Mark B. Meso III	-	Member
Romiel S. Vallente	-	Member
Cynthia V. Yañez	-	Member
Ray O. Maghuyop	-	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:	Iris R. Arbuis	-	Solidmark Inc.
	Roderick Melendres	-	T&E Enterprises

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-person and only one online. The meeting started



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with a prayer led by Ms. Loredelle Tacandong followed by checking of the attendance by Milagros P. Recamadas and presented to the Chairman, Dr. Lorebina C. Carrasco for the declaration of quorum.

II. Declaration of Quorum

The Secretariat called the roll of the committee and TWG and Dr. Carrasco declared a quorum for the 6 out of 7 regular members of the BAC. She formally started the Pre -bidding Conference by giving background of the project to be procured with its approved budget:

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 (Rebid)

ABC: Php 638,000.00

III. Conference Proper

Dr. Carrasco 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.
- There was a query if the prospective bidder shall bring a sample during the opening of bids, it was being clarified that not necessary on the opening of bids but it will be thoroughly inspected and checked during post qualification evaluation.

V. Bid docs Preparation

For the guidance of the prospective bidders in the preparation of the bidding documents both technical and financial parameters of the procurement process, Mr. Sijo was instructed to provide the presentation to the prospective bidder. Further the prospective bidders were encouraged to contact Ms. Loredelle Tacandong for any clarifications about the following bidding documents preparation.

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

1st sealed envelope contains:



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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.

- 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 5,000.00
- e. Dropping of bids: December 26, 2022 on or before 9:00am.
- f. Opening of bids: December 26, 2022 @ 10:30am. 2nd Floor Canteen Building

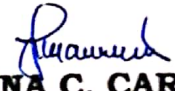
VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 4:27pm.

Prepared by:


MILAGROS F. RECAMADAS
BAC Secretariat

Noted by:


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