



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

**MINUTES OF PRE-BID CONFERENCE**

**Procurement of Venue, Meals and Snacks for Various Division Trainings  
for CY 2023 (EPA) of the Department of Education, Division of Cagayan  
de Oro City**

**ABC: Php 4,757,000.00**

**Solicitation Number: 2022-101**

**Reference Number: 9385495**

**<https://meet.google.com/xdr-rjuo-ekh>**

**DepEd-Division of Cagayan de Oro City**

**January 9, 2022, 4:00pm**

**Attendance:**

Lorebina C. Carrasco	-	Chairman
Baldomero Mark B. Meso III	-	Member
Cynthia V. Yañez	-	Member
Bea Risa Socorro M. Borres	-	Member
Ray O. Maghuyop	-	Member
Milagros P. Recamadas	-	Secretariat
Loredelle L. Tacandong	-	Secretariat
Lanie M. Signo	-	Secretariat

**TWG/End-user:**

Jean S. Macasero	-	OIC, CID Chief
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**Observer/s:** None

**Bidder/s:** None

**I. Call to Order**

The conference officially commenced at 3:05pm both face-to-face and virtual via <https://meet.google.com/xdr-rjuo-ekh>, 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 Chairman, Dr. Lorebina C. Carrasco for the declaration of quorum.

**II. Declaration of Quorum**

The Secretariat called the roll of the committee and TWG, since no prospective bidders were present. Dr. Carrasco declared a quorum. She 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. Carrasco requested the TWG to present the requirement specifications of the project to be procured.

Dr. Macasero, the TWG presented the details of the training schedule and other inclusions.

**IV. Discussion and clarification**

- The details of the schedule will be posted in Bid Bulletin (PhilGEPS).

**V. Bid docs Preparation**

Having no prospective bidders in attendance, the secretariat did not proceed to the presentation of bid docs preparation, however, the Committee were informed of the timelines.

- a. Dropping of bids: January 23, 2023 on or before 9:00am.
- b. Opening of bids: January 23, 2023 @ 11:00am. 2<sup>nd</sup> Floor Canteen Building

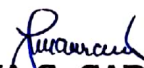
**VI. Adjournment**

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 3:45pm

Prepared by:

  
**MILAGROS P. RECAMADAS**  
BAC Secretariat

Noted by:

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