



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

MINUTES OF PRE-BID CONFERENCE

**Procurement of Office Supplies for the 1st Quarter of CY 2023 (EPA) of
the Department of Education, Division of Cagayan de Oro City
ABC: Php 1,257,196.56**

Solicitation Number: 2022-100

Reference Number: 93855484

<https://meet.google.com/gxc-eyfk-mup>

DepEd-Division of Cagayan de Oro City

January 9, 2023, 2:00pm

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:

Ignacio Gabule	-	Supply Officer
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Observer/s: None

Bidder/s: Jessyry Cabigas	-	K-1 Solutions General Merchandise
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I. Call to Order

The conference officially commenced at 2:20pm both face-to-face and virtual via meet.google.com/gxc-eyfk-mup, however, none of the prospective bidders attended in-person while one online. The meeting started by a prayer followed by checking the attendance by Loredelle Tacandong and Milagros P. Recamadas respectively.

II. Declaration of Quorum

The Secretariat called the roll of the committee and TWG. 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. Mr. Igi Gabule presented the items to be procured and emphasized the necessary description of the following items:

Items	Corrections
#27. 3 units DIGITAL VOICE RECORDER	minimum of 8G, with USB port
#45. 43 units CALCULATOR, Compact	12-digit display
#80. 2 units PAPER TRIMMER/CUTTING MACHINE	Heavy duty ream cutter
# 103. Cart INK CARTRIDGE, EPSON C13T664100 (T6641), Black	Must be genuine or authentic
# 104. Cart INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	Must be genuine or authentic
# 105. Cart INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	Must be genuine or authentic
# 106. Cart INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	Must be genuine or authentic
Note: all procurement pertaining to ink refill	Must be genuine or authentic
#118. 20 packs Specialty Paper Long Size 20's per pack (light colors)	85gsm
#154. 9 btls alcohol Spray type	500ml
#193. 2 units vacuum/ blower heavy duty	Power hand vacuum with accessories, minimum of 1,000 watts

IV. Discussion and clarification

- Dr. Carrasco made a query on the difference between isopropyl and ethyl alcohol.
- Dr. Meso also made explanation of the query.
- Mr. Gabule informed the Committee that isopropyl alcohol is available at PS-DBM. Only ethyl alcohol will be procured outside PS.
- It was clarified to the prospective bidder the query on the submission of the bid docs that it will be submitted to the Office of the Bids and Awards Committee on or before the dropping schedule. DepEd CDO has no facility to conduct opening of bids using online platforms. Therefore, the submission of bidding documents and opening of bids be done in-person.
- Dr. Carrasco instructed the Secretariat to incorporate the corrections by posting in the Bid Bulletin (PhilGEPS).



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V. Bid docs Preparation

The bidding documents will be available on January 10, 2023 at Php 5,000.00.

Dropping of bids: January 23, 2023 on or before 9:00am.

Opening of bids: January 23, 2023 @ 10:00am. 2nd Floor Canteen Building

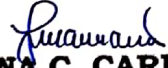
VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 3:00pm.

Prepared by:


MILAGROS F. RECAMADAS
BAC Secretariat

Noted by:


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