



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

**MINUTES OF PRE-BID CONFERENCE**

**Procurement of Polo Shirts for the 2023 National Schools Press  
Conference and National Festival of Talents  
ABC: Php 2,250,000.00**

**Solicitation Number: 2023 040  
Reference Number: 9790504**

**<https://meet.google.com/frd-jjey-giq>  
DepEd-Division of Cagayan de Oro City  
June 5, 2023, 9:00am**

**Attendance:**

Audie S. Borres	-	Chairman
Rosalio R. Vitorillo	-	Co-Chairman
Baldomero Mark B. Meso III	-	Member
Cynthia V. Yañez	-	Member
Bea Risa Socorro M. Borres	-	Member
Romiel S. Vallente	-	Member
Ray O. Maghuyop	-	Member
Angelito U. Felisilda	-	Secretariat, Chairman
Loredelle L. Tacandong	-	Secretariat
Lanie M. Signo	-	Secretariat

**TWG/End-user:**

John A. Mingo - EPS

**Observer/s:** None

**Bidder/s:** None

**I. Call to Order**

The conference officially commenced at 9:12am both face-to-face and virtual via [meet.google.com/frd-jjey-giq](https://meet.google.com/frd-jjey-giq), however, none of the prospective bidders attended in-person or online. The meeting started by a prayer followed by checking the attendance by Juan A. Mingo and Angelito U. Felisilda respectively.

**II. Declaration of Quorum**

The Secretariat called the roll of the committee and TWG. Dr. Borres declared a quorum, with one member of the TWG on official travel. He formally started the Pre -bidding Conference, and. Mr. Felisilda read the project to be procured with its approved budget:



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**III. Conference Proper**

Dr. Borres requested the TWG to present the requirement specifications of the project to be procured. Mr. Juan Mingo presented the specifications and design of the polo shirts to be procured and emphasized the number of quantity per sizes. Mr. Rosalio Vitorillo suggested an adjustment on the quantity per size. Agreed by the BAC, the number of polo shirts per size will be as follows:

Size	Quantity
Extra Small	500 pcs
Small	1,000 pcs
Medium	1,000 pcs
Large	1,000 pcs
Extra Large	1,000 pcs
2X Large	450 pcs
3X Large	30 pcs
4X Large	20 pcs
<b>Total:</b>	<b>5,000 pcs</b>

**IV. Bid docs Preparation**

The sale of the bidding documents is at Php 5,000.00.

Dropping of bids: June 19, 2023 on or before 8:30am.

Opening of bids: June 19, 2023 @ 9:00am. 2<sup>nd</sup> Floor Canteen Building of this office.



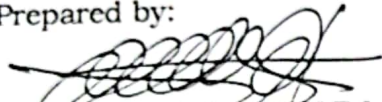
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**VI. Adjournment**

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 9:32am.

Prepared by:

  
**ANGELITO U. FELISILDA**  
BAC Secretariat

Noted by:

  
**AUDIE S. BORRES**  
Asst. Schools Division Superintendent  
BAC Chairman