



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: 2022-043
Reference Number: 9790504**

**<https://meet.google.com/feb-incp-tyv>
DepEd-Division of Cagayan de Oro City
June 9, 2023, 2:36pm**

Attendance:

Audie S. Borres	-	Chairman
Rosalio R. Vitorillo	-	Co-Chairman
Baldomero Mark B. Meso III	-	Member
Cynthia V. Yañez	-	Member
Risa Bea 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:

Joan Arsua	-	Nurse II
Sharon T. Polancos	-	Nurse II

Observer/s: None

Bidder/s:

Dara Lorraine Gustilo	-	Redsea Agro-Industrial Corp.
Charrise Superales	-	Aicee Catering Food Services
Gina Rubio	-	Johann's Gen. Mdse.
Gilbert A. Gabutan	-	The Life-Giving Products & Specialty Corp.
Agnes B. Cuyos	-	Asahi Resources Corp.

I. Call to Order

The conference officially commenced at 2:36pm both face-to-face and virtual via meet.google.com/feb-incp-tyv. The meeting started by a prayer followed by checking the attendance by Lanie M. Signo and Angelito U. Felisilda respectively.



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II. Declaration of Quorum

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

Procurement of Nutritious Food Products for the School-based Feeding Program of SY 2023-2024 (Lot 1: Milky Bun; Lot 2: Enhanced Nutribun; Lot 3: Nutripacks; Lot 4: Fortified Bread; Lot 5: Iron Fortified Bread) of the Department of Education, Division of Cagayan de Oro City
ABC: Php 28,604,880.00

III. Conference Proper

Dr. Borres requested the TWG to present the requirement specifications of the project to be procured. Ms. Sharon T. Polancos, presented the items and specifications, and made a correction on the following details:

▪ Lot 3: Nutripacks

A. Rice Porridge

Expiration: Expiration date should be **at least 6 months** from the date of manufacturing

Quality: Nutripacks received in good condition, no signs of damage in packs, no signs of holed, pest-free and not expired

B. Oats & Wafer

Expiration: Expiration date should be at least 6 months from the date of manufacturing

IV. Discussion and Clarification

- Mr. Gilbert Gabutan of The Life-giving Products & Specialty Corp., a prospective bidder for Lot 2: Enhanced Nutribun, confirmed on the range of the serving size, whether it can be adjusted to 150g-160g. Dr. Audie Borres clarified that we cannot do away with the specifications prescribed by the Central Office.
- Mr. Gabutan further clarified if the delivery schedule is the same with the previous school year's SBFP. Ms. Polancos answered that if possible, delivery must be done every Monday to all drop-off points and schools. Mr.



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Rosalio Vitorillo further emphasized that this is still a pre-bid, hence there must be assumption as to who will be awarded with the contract.

- Ms. Christina Superales of Aicee Catering Food Services confirmed whether the supplier for Lot 5: Iron Fortified Rice must be FNRI certified. Ms. Polancos answered that it is a requirement.
- Ms. Agnes Cuyos of Asahi Resources Corp. inquired if bidding documents may be paid online. Mr. Vitorillo answered that payment is on cash basis. Dr. Audie Borres emphasized as well that the Cashier needs to issue the official receipt.
- Ms. Agnes Cuyos further confirmed whether the bidders will be required with an additional sheet for the Terms and Conditions just like the other divisions. Dr. Audie Borres emphasized that bidders only need to provide whatever are indicated in the bidding documents.

V. Bid docs Preparation

The sale of the bidding documents for Lot 1: Milky Bun is at Php 5,000.00. While the sale of bidding documents for Lots 2: Enhanced Nutribun, Lot 3: Nutripacks, Lot 4: Fortified Bread, and Lot 5: Iron Fortified Rice is at Php 10,000.00 each.

Dropping of bids will be on June 21, 2023 on or before 8:30am. Opening of bids will be on June 21, 2023 @ 9:00am, 2nd Floor Canteen Building of this office.

VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 3:13pm.

Prepared by

LOREDELLE L. TACANDONG
Member, BAC Secretariat

Noted by:

AUDIE S. BORRES
Asst. Schools Division Superintendent
BAC Chairman