



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

MINUTES OF THE PRE-BID CONFERENCE

DepEd-Division of Cagayan de Oro City
Division Conference
March 21, 2024

Procurement of CDO Riser 2024 Regional Meet Uniform of the Department of Education, Division of Cagayan de Oro City with ABC: Php 1,581,800.00
Reference Number: 10163286 and Solicitation Number: 2024-002

Attendance:

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

TWG/End-user:

Rosalio R. Vitorillo	-	TWG
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Observer/s: None

Bidder/s:	Rhowena B. Fernando	-	Quadramedia Ads Corp.
	Bryan Quinal	-	ABC Garment Solutions & Gen. Mdse.

Call to Order

The conference officially commenced at 8:29 a.m. The meeting started with an opening prayer led by Lanie M. Signo followed by checking of attendance by Mr. Angelito U. Felisilda and presented to the BAC Chairman, Dr. Audie S. Borres for the declaration of quorum.

I. Declaration of Quorum

The Secretariat called the roll of the committee and TWG. Dr. Borres declared a quorum. He formally started the Pre -bidding Conference by giving background of the project to be procured with its approved budget:

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II. Conference Proper

Dr. Borres requested the TWG to present the requirement specifications of the project to be procured. Mr. Rosalio R. Vitorillo presented the items to be procured and emphasized the necessary description.

III. Discussion and clarification

- Dr. Vitorillo clarified that there is no boxing uniform for the elementary level, the cloth for the jacket and jogging pants will be sublimation and the t-shirt will be round neck type.
- Dr. Vitorillo added that there are items lacking during philgeps posting; the sports bag with sling (poly canvas fabric, 15 inches in length, 8 inches in width, 10 inches in height).
- He also emphasized that the delivery period of the items would be 15 to 20 days.
- Dr. Borres instructed the Secretariat to incorporate the corrections by posting in the Bid Bulletin (PhilGEPS).

IV. Bid docs Preparation

To guide the prospective bidders in the preparation of the bidding documents both technical and financial parameters for the infrastructure procurement process, the BAC Chairman presented the following.

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

1st sealed envelope contains:

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



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- 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. For this project is Php 5,000.00.
 - e. Dropping of bids: April 2, 2024 on or before 8:30am.
- Opening of bids: April 2, 2024 @ 9:30am. Division Conference, DepEd, Division of Cagayan de Oro City.

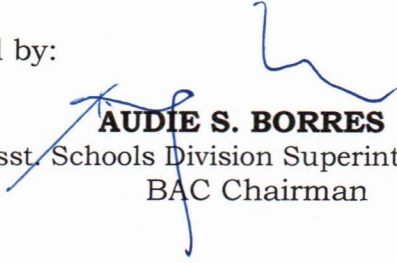
VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 8:57am.

Prepared by:

ANGELITO U. FELISILDA
BAC Secretariat

Noted by:


AUDIE S. BORRES
Asst. Schools Division Superintendent
BAC Chairman