



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

MINUTES OF PRE-BID CONFERENCE

**Procurement of Tools and Equipment for Technical and Vocational
Livelihood Program (TVL) of Public Senior High School of the Department
of Education-Division of Cagayan de Oro City
ABC: Php 1,049,699.00**

Solicitation Number: 2022-084

Reference Number: 9254643

November 28, 2022 @ 10:00pm

Attendance:

Lorebina C. Carrasco	-	Chairman
Rosalio R. Vitorillo	-	Co-Chairman
Cynthia V. Yañez	-	Member
Bea Risa Socorro M. Borres	-	Member
Ray O. Maghuyop	-	Member
Milagros P. Recamadas	-	Secretariat
Loredelle L. Tacandong	-	Secretariat

TWG/End-user:

Juan A. Mingo	-	EPS-TLE
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Observer/s: None

Bidder/s: None -

I. Call to Order

The conference officially commenced at 9:45am both face-to-face and virtual via <https://meet.google.com/rtr-dfoo-jvc>, 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



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started the Pre -bidding Conference by giving background of the project to be procured with its approved budget:

Procurement of Tools and Equipment for Technical and Vocational Livelihood Program (TVL) of Public Senior High School of the Department of Education- Division of Cagayan de Oro City with an ABC of Php 1,049,699.00 under Solicitation Number: 2022-084 and Reference Number: 9254643

III. Conference Proper

Dr. Carrasco requested the TWG to present the requirement specifications of the project to be procured. Mr. Mingo presented the detailed technical specifications.

IV. Discussion and clarification

- It was emphasized the number of sets per package
 - A. 1 set of Cookery Tools and Equipment Package
 - B. 2 sets of Bread and Pastry Tools and Equipment Package
 - C. 1 set of Food and Beverage Tools and Equipment Package

V. Biddocs Preparation

For the guidance of the prospective bidders in the preparation of the bidding documents both technical and financial parameters for the procurement of goods process:

- 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 unprescribed forms; (6) Unsigned



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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 - Php 5,000.00
- e. Dropping of bids: December 12, 2022 on or before 9:00am.
- f. Opening of bids: December 12, 2022 @ 10:00am. 2nd Floor Canteen Building

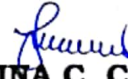
VI. Adjournment

There being no other matters to discuss relative to the said project, the Pre-bid Conference was adjourned at 10:10am.

Prepared by:


MILAGROS P. RECAMADAS
BAC Secretariat

Noted by:


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