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Republic of the Philippines  
Department of Education  
**DIVISION OF CEBU CITY**  
New Imus Avenue, Day-as, Cebu City  
Tel. No. 254 – 1238; 254 – 0893; 255 – 25516  
**Bids and Awards Committee**  
**Minutes of Pre-Bid Conference**

Project No. : **DepEd CCD-2023-08**  
Project : **Supply and Delivery of Learning Resources (Notebook) for Flexible-Learning Resources of Division of Cebu City-Lot 1**  
ABC : **4,204,000.00**  
End User : **Learning Resources Management and Development System**  
Date & Time : **July 19, 2023; 1:30 P.M.**  
Venue : **4th floor Conference Hall, DepEd Cebu City Division Office, New Imus Road, Brgy. Day-as, Cebu City**

Present :

Bids and Awards Committee (BAC): Mr. Adolf P. Aguilar, Chairman; Dr. Lyra L. Illaga, Vice-Chairman, Mrs. Celestina N. Gohetia, Atty. Vilpa P. Villabas, Mr. John Paul Lesondato, Members  
BAC SECRETARIAT : Mrs. Marilyn E. Opeña, Chairman, Mrs. Daryll T. Ybañez, Mrs. Joellyn Morata, Mr. Efren Sarocca, Jr., Members  
End User : Mrs. Vanessa L. Harrayo (EPS-LRMDS)  
Technical Working Group : Mr. Arnel Albarando, Mr. Whisky Alda, MR. Dale Kristoffer Taala (ICTS)  
Observer(s) : Mrs. Wilma G. Sauro (G-WATCH)  
Prospective Bidder(s) : Mr. Arthur Jhon Aliponte (Spring Development Corp)  
Mr. John Vincent Dinopol (Magna Showroom)  
Mr. Marjon Pilapil (Terabit Computer System)  
Mr. Michael Dabon (JCE Mkgmt)  
Ms. Jienoren Jaranilla (ARIK)  
Mr. Jorge Marcial (Mameldz Trading)  
Mr. Michael Agustin (Handlink Inc)  
Ms. Merlita M. Rellin (Iclick solutions)  
Ms. Jaivie Mangubat (Joebz Computer)  
Ms. Geraldine Satumbaga (Avid Sales)  
Ms. Michelle Geollegue (Microgenesis)  
Ms. Irish Vagoab (Silicon Valley)  
Mr. Jofen Suba-on (MSCC)

**I CALL TO ORDER**

Mr. Adolf P. Aguilar, BAC Chairman, presided and called the pre-bid conference to order at 1:30 in the afternoon. The BAC Secretariat Chairman documented the minutes of the meeting.

**II CERTIFICATION OF QUOROM**

The BAC Chairman certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC Secretariat, Technical Working Group, End-user, and observer, and the prospective bidders in the the attendance registry

**III HIGHLIGHTS OF DISCUSSION**

The BAC Chairman welcomed everyone to the pre-bid conference. Ms. Daryll T. Ybañez, BAC Secretariat, stated that invitations were sent to the Commission on Audit (COA). and various civil societv organizations (CSOs) thru letters

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Consistent with Sec. with Sec. 22.3, Rule VII of the IRR of RA 9184, the BAC Chairman instructed the BAC Secretariat to proceed with the discussion of the project information, the schedule of the requirements is discuss by the ITO Personnel. Checklist of Technical and Financial Documents and other salient features of the bidding documents is discussed by the BAC Vice-Chairman Dr. Lyra L. Illaga.

The BAC Chairperson announced that the floor is open to queries, information, proposals, or other concerns coming from the prospective bidders or suppliers on the assumption that the prospective bidders have downloaded bidding documents from PhilGEPS, requested from the BAC Secretariat for copies of the same, The prospective bidders are instructed to state their name and the company if they will raise query, questions and clarrifications.

*Bid Data Sheet*

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Provision	Questions/Queries/Clarrifications	BAC's Response	For Bid Bulletin (Y/N)
	Mr. Marjun Pilapil of Terabit Computer Systems inquire about the Technical financial documents preparation, is it separated or not	Yes, it is separated by lot	NO
	Mr. Pilapil request for an extension from 15 days to 20 days	We cannot extend	NO
	Ms. Michelle Geollegue is it okay if there's no SD card?	We cannot modify the Purchase Request	NO
	Iclick solutions-What do you mean by dual mic	there's a built in mic and there will be extended mic	NO
	Magna showroom- Is local brand ok?	any brand that can satisfy the DTI and regulatory bodies of the government	NO

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The BAC Chairman announced that upon delivery the supplier(s) should have staff/ personnel for testing purposes. After having exhausted most of the queries and issues, the prospective bidders may write a letter of clarrification which maybe sent via the BAC Secretariat e-mail address on or before July 22, 2023. Furthermore, the BAC Chairman stated that the BAC will issue a Bid Bulletin if necessary.

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Having no other matters to discuss, the pre-bid conference was adjourned at 02:25 P.M.

Prepared by:

  
**MARILYN ENGLIS-OPEÑA**  
BAC Secretariat Chairman

Noted by:   
**ADOLF P. AGUILAR**  
BAC Chairman