



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE PRE-BIDDING CONFERENCE**

October 31, 2023 9:00 AM
4th Floor, DepEd Cebu City Conference Hall

I. ATTENDANCE

Present:

- | | | |
|-----------------------------|---|-----------------------------------|
| 1. Mr. Adolf P. Aguilar | - | BAC Chair |
| 2. Dr. Allan S. Pancho | - | BAC Vice-Chair |
| 3. Dr. Raylene Manawatao | - | BAC Member |
| 4. Dr. Jeanne Egger | - | BAC Member |
| 5. Mrs. Celestina Gohetia | - | BAC Member |
| 6. Mrs. Daryll T. Ybanez | - | BAC Secretariat Member |
| 7. Mr. Efren Sarroca, Jr. | - | BAC Secretariat Member |
| 8. Mr. Jeremias Laborada | - | Biometrix Systems & Trading Corp. |
| 9. Ms. Zeny Danielle Hadman | - | Metos Offshore Inc. |
| 10. Mr. Jorge Marcial | - | Mameldz Trading |
| 11. Mr. Ronde del Castillo | - | Mameldz Trading |

Absent:

- | | | |
|----------------------------|---|-----------------------|
| 1. Dr. Lyra L. Illaga | - | BAC Member |
| 2. Atty. Vilpa P. Villabas | - | BAC Member |
| 3. John Paul Lesondato | - | BAC Secretariat Chair |

No observers present.

II. CALL TO ORDER

Mr. Adolf P. Aguilar, BAC Chair called to order the pre-bidding conference at 9:05 A.M. After Mrs. Daryl Ybanez acknowledged the BAC members present, the BAC chair declared quorum. BAC Chair instructed the secretariat to certify that communication was sent to observers: Commission on Audit, CSO Cebu Chamber of Commerce and G-Watch. Mr. Efren Sarroca confirmed that invitations were sent last October 27, 2023. The prospective bidders were also recognized by BAC secretariat member Ybanez and were welcomed by BAC Chair Aguilar.



New Imus Ave., Barangay Day-as, Cebu City
Telephone Number: 254 5923



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III. INVITATION TO BID

The invitation to bid for the project were presented as follows as follows:

Project Description	ABC (PhP)
Rebidding for Supply and Delivery of Various Equipment to be used for Lesson Development for Flexible Learning Options of the Schools Division of Cebu City	PhP 2,000,000.00

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BAC Vice Chair Pancho discussed the checklist of requirements for bidders were discussed as follows:

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- Eligibility and Technical Requirements (Envelope 1)
- Financial documents (Envelope 2)

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Vice-BAC Chair Pancho emphasized that the Original Notarized Secretary’s certificate or Original Special Power of Attorney (SPA) must be attached to the Omnibus Sworn Statement (OSS) as applicable.

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Vice-BAC Chair Pancho also emphasized that the written authority must also be attached to the Bid form as required. It can be in the form of the Original Notarized Secretary’s Certificate or Original Special Power of Attorney (SPA) as applicable.

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After the discussion, the BAC chairperson opened the floor for bidder’s questions. No questions were raised by the bidders.

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IV ADJOURNMENT

As there are no other items for discussion, Dr. Allan Pancho moved to adjourn the conference duly seconded by Dr. Raylene Manawatao. The pre-bidding conference was adjourned at 9:35 AM.

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Prepared by:

Noted by:


DARYLL T. YBANEZ
 BAC Secretariat


ADOLF P. AGUILAR
 BAC Chairperson



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