



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 - PB-2025-03**

**April 15, 2024 9:00 AM**  
**2<sup>nd</sup> floor ASDS Office, DepEd Cebu City Conference Hall**

**I. ATTENDANCE**

**Present:**

<b>1.</b>	<b>Mr. Adolf P. Aguilar</b>	-	<b>BAC Chair</b>
<b>2.</b>	<b>Dr. Allan S. Pancho</b>	-	<b>BAC Vice-Chair</b>
<b>3.</b>	<b>Dr. Lyra L. Illaga</b>	-	<b>BAC Member</b>
<b>4.</b>	<b>Dr. Jeanne Egger</b>	-	<b>BAC Member</b>
<b>5.</b>	<b>Mrs. Celestina Gohetia</b>	-	<b>BAC Member</b>
<b>6.</b>	<b>Atty. Vilpa Villabas</b>	-	<b>BAC Member</b>
<b>7.</b>	<b>Mr. John Paul D. Lesondato</b>	-	<b>BAC Secretariat Chair</b>
<b>8.</b>	<b>Mrs. Daryll Triumfo Ybanez</b>	-	<b>BAC Secretariat Member</b>
<b>9.</b>	<b>Mrs. Joellyn Morata</b>	-	<b>BAC Secretariat Member</b>
<b>10.</b>	<b>Mr. Efren Sarroca Jr.</b>	-	<b>BAC Secretariat Member</b>
<b>11.</b>	<b>Mrs. Rosilin Argoncillo</b>	-	<b>Division Supply Officer</b>
<b>12.</b>	<b>Mr. Ruee Rada</b>	-	<b>BAC TWG Goods</b>
<b>13.</b>	<b>Mrs. Wilma Sauro</b>	-	<b>Observer, CSO Gwatch</b>
<b>14.</b>	<b>Mr. Francis Ramirez</b>	-	<b>End-user/Division Sports Coordinator</b>
<b>15.</b>	<b>Mr. Clark Zambo</b>	-	<b>End-user/CCSC</b>
<b>16.</b>	<b>Ms. Mae Benigay</b>	-	<b>Bidder, Arik General Merchandise</b>
<b>17.</b>	<b>Mr. John Joshua Cabuenas</b>	-	<b>Bidder, Arik General Merchandise</b>
<b>18.</b>	<b>Mr. Jorge Marcial</b>	-	<b>Bidder, Mameldz Trading</b>

**II. CALL TO ORDER**

Mr. Adolf P. Aguilar, BAC Chair called to order the pre-bidding conference at 9:22 A.M. After Mrs. Daryll 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 April 3, 2024. The prospective bidders were also recognized by BAC secretariat member Ybanez and were welcomed by the BAC Chair



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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)
Supply and Delivery of Various Sports Equipment and Supplies for Team Sports - LOT 1	<b>Php 880,817.50</b>
Supply and Delivery of Various Sports Equipment and Supplies for Racket Sports - LOT 2	<b>Php 873,150.00</b>
Supply and Delivery of Various Sports Equipment and Supplies for Combat Sports - LOT 3	<b>Php 1,181,325.00</b>
Supply and Delivery of Various Sports Equipment and Supplies for Other Sport Event - LOT 4	<b>Php 734,130.00</b>

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

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

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.

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.

The BAC chair added that for joint venture agreements (JVA), each partner of the JVA shall submit PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR of RA 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

After the discussion, the BAC chairperson opened the floor for bidder's questions and other BAC members, Secretariat and TWG concerns.

TWG and Secretariat Issues and Concern	BAC/End User Response
There are erroneous sequence of item number in Schedule of requirements as well as in the Technical Specifications	Bid Bulletin to be issued



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**IV ADJOURNMENT**

As there are no other questions nor items for discussion, Dr. Jeanne J. Egger moved to adjourn the conference duly seconded by Dr. Lyra L. Illaga. The pre-bidding conference was adjourned at 10:36 AM.

Prepared by:

Noted by:

  
**JOHN PAUL D. LESONDATO**  
BAC Secretariat Chairman

  
**ADOLF P. AGUILAR**  
BAC Chairperson



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