



Republic of the Philippines  
**DepED**  
DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE  
Dagupan City  
**BIDS and AWARDS COMMITTEE**

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MINUTES OF THE PRE-BID CONFERENCE FOR THE **SUPPLY AND DELIVERY OF 2018-10-075 TEACHERS' KITS (BATCH 1)** HELD ON October 22, 2018 | 9:00 AM AT EXECUTIVE ROOM, SCHOOLS DIVISION OFFICE, DAGUPAN CITY.

Present were the following:  
Bids and Awards Committee:

**Dr. Lourdes R. Servito – ASDS & BAC Chairperson**  
**Dr. Rosalind R. Lomibao – EPS & BAC Vice Chairperson**  
**Dr. Jaime C. Siapno – PSDS & BAC Member**  
**Dr. Isabelita N. Daroya – PSDS & BAC Member**  
**Atty. Jose O. Oviedo – Attorney III & BAC Member**  
**Mr. Reynante B. Infante – IT Officer & BAC Secretariat**  
**Ms. Sarah Joy M. Sadaba– BAC Secretariat**  
**Ms. Clarita F. Tamayo – Supply Officer & TWG**  
**Mr. Harking C. Reyes –Accountant III TWG**

End User(s) : **Ms. Rejoice Ann A. Dalope – DRRM Unit**

Prospective Bidders: **Marie Cherie Neo – Impressionista Publishing**  
**Jayson Ramos - Impressionista Publishing**  
**Melanie Tamayo – Zynnah Mi Trading**  
**Vin Chavez – Five Ed Printing Press**

**I. Call to Order.**

The BAC Chairperson and Presiding Officer called the conference to order upon the constitution of a quorum.

**II. Conference Proper.**

The committee gathered for the procurement of works for the SUPPLY AND DELIVERY OF 2018-10-075 TEACHERS' KITS (BATCH 1).

The BAC Chairperson announced that Invitation to Bid for the said projects was posted at the PhilGEPs website and at the conspicuous places of the Division office on October 15, 2018. Open competitive bidding will be conducted using the non-discretionary pass/fail criterion, evaluation and post-qualification procedures specified in the Implementing Rules and Regulations (IRR) of RA 9184.

The ABC for said project is as follows:

Project Description	ABC in Php
<b>SUPPLY AND DELIVERY OF 2018-10-075 TEACHERS' KITS (BATCH 1)</b>	<b>1,661,000.00</b>

The cost of Bid documents for the SUPPLY AND DELIVERY OF 2018-10-075 TEACHERS' KITS (BATCH 1) is **Php5,000** each and may be availed from October 15, 2018 to November 14, 2018.

The submission and opening of Bids will be on November 14, 2018, 9:00 AM at the EXECUTIVE ROOM, SCHOOLS DIVISION OFFICE, DAGUPAN CITY.

The contents of the Bidding Documents were duly discussed and clarified particularly the Checklist for Technical and Financial Eligibility Requirements. It was emphasized that any missing document cited in the checklist is a ground for outright rejection of the bid.

### **III. Adjournment.**

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 11:15 AM.

Prepared by:

  
**MYREL ANGELICA N. LOPEZ**  
Chief, BAC Secretariat

APPROVED:

  
**LOURDES R. SERVITO, CESE**  
BAC Chairman