



Republic of the Philippines
Department of Education
DIVISION OF SOUTH COTABATO

MINUTES OF THE MEETING

Name of Event : **Pre-Bid Conference for the Supply and Delivery of Office Supplies and Equipment**
Date : February 14, 2020
Venue : BAC Office
Reference : Office Memorandum dated February 10, 2020
Presiding : Fe L. Sepaya, PhD.
Attendance : Fe L. Sepaya, P.D. BAC Chairperson
Judith G. Dingal BAC Member
Rosmie P. Salada BAC Member
Joven Ryan G. Malida BAC Member
Ronald Jim S. Somera BAC Member
Mary Jane C. Sunga BAC Secretariat Chairperson
Rolie S. Tediong Inspectorate Team Member
Absent : Carlos G. Susarno, Phd BAC Vice Chairperson (OB)
Hermie M. Jarra BAC Member (OB)
Time : 10:00 a.m

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
	<p>The meeting commenced with a prayer led by Mr. Malida</p> <p>Ms. Sunga was requested to do the roll call of attendees. Five (5) members of BAC were present. There were no prospective bidders in attendance.</p> <p>The Chairperson declared the meeting in quorum and ready to transact official business.</p>		
Pre-bid Conference	<p>The Chairperson, Dr. Sepaya read the Invitation to bid.</p> <p>Since there are no bidders present, the Chair directed the BAC Secretariat to give the bidders instructions when they purchase bid documents. Further, Dr. Sepaya said that bidders be advised to check the items and the specifications.</p>		

SDOSC-OSDS-DIO-MoM-v1.0r0.0, effective 09/24/2019



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	<p>For clarifications on the specifications of the items, bidders will be referred to Supply Office.</p> <p>Ms. Sunga informed the body that they received an email from a prospective bidder asking whether an official receipt for business permit will be accepted in lieu of the business permit which is still on process.</p> <p>Mr. Somera gave a reminder for bidders that all items must be complete; bidders must include all the items in their bid.</p> <p>Dr. Sepaya reminded everybody of the schedule of opening of bids on February 26, 2020.</p>		<p>Bidders are advised to refer their clarifications earlier or at least 8 days before the scheduled bid opening in order that a bid supplement be issued.</p> <p>So long as the bidder submits a PhilGEPS Platinum certificate, business permit will be validated during the post-qualification, but if the bidder opted to submit the Class A documents, a valid and current business permit is a requirement and will be checked during the bid opening.</p> <p>For clarifications from bidders, they will be referred to the Supply Office.</p>
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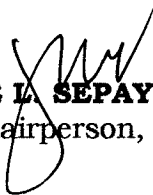
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	<p>There having no other topics for discussion, the pre-bid conference adjourned at 11:05 am.</p>		
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Prepared by:


MARY JANE C. SUNGA
BAC Secretariat Chairperson


ATTESTED:



FE L. SEPAYA, PhD.
Chairperson, BAC-PB


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