



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 (Re-bid)**

Date : March 6, 2020

Venue : BAC Office

Reference : Office Memorandum dated March 2, 2020

Presiding : Carlos G. Susarno, PhD

Attendance : Carlos G. Susarno, PhD            BAC Vice Chairperson  
                  Judith G. Dingal                BAC Member  
                  Rosmie P. Salada                    BAC Member  
                  Hermie M. Jarra                    BAC Member (OB)  
                  Mary Jane C. Sunga                BAC Secretariat Chairperson

Absent : Fe L. Sepaya, Phd                    BAC Chairperson (OB)  
              Joven Ryan G. Malida            BAC Member (OB)  
              Ronald Jim S. Somera            BAC Member (OB)

Time : 2:00 p.m

<b>Agenda</b>	<b>Highlights of the Discussion</b>	<b>Issues and Concerns</b>	<b>Agreements</b>
	<p>The meeting commenced with a prayer led by Ms. Rosmie P. Salada.</p> <p>Ms. Sunga was requested to do the roll call of attendees. Only four (4) members of BAC were present. There were no prospective bidders in attendance.</p> <p>Dr. Susarno declared the meeting in quorum and ready to transact official business.</p>		
<b>Pre-bid Conference</b>	<p>The Vice Chairperson, Dr. Susarno informed the body that as per BAC Secretariat notification, no prospective bidder signified intention to attend the pre-bid conference.</p>		





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	<p>Ms. Sunga informed the body that the other day, Starbright Office Depot called and inquired about the bidding.</p> <p>Since there are no bidders present, Dr. Susarno directed the BAC Secretariat to give the prospective bidders instructions to carefully check the items and the specifications.</p> <p>Dr. Susarno reminded the body of the schedule of the opening of bids on March 18, 2020, 2:01pm.</p> <p>There having no other topics for discussion, the pre-bid conference adjourned at 2:25 pm.</p>		<p>For clarifications on the specifications of the items, bidders will be referred to Supply Office.</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>
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Prepared by:   
**MARY JANE C. SUNGA**  
BAC Secretariat Chairperson

ATTESTED:   
**CARLOS G. SUSARNO, PhD**  
Vice Chairperson, BAC-PB

