



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

**MINUTES OF THE MEETING**

Name of Event: **PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE AND JANITORIAL SUPPLIES FOR FY 1<sup>ST</sup>-2<sup>ND</sup> QUARTER OF CY 2023 (EPA)**

Date: **DECEMBER 15, 2022**

Venue: **Bids and Awards Committee Office**

Reference: None

Presiding Officer: **JASMIN P. ISLA**  
 ASDS/BAC CHAIRPERSON

Time: **9:32a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAINÉ SJ. MANUNTAG, BAC Vice Chairperson
3. ATTY. IRELAN B. DITCHON, BAC Member
4. DAISY I. DARROCA, BAC Member
5. CRISTOPHER T. FRUSA, BAC Member
6. RAY O. LLOREN – End User
7. ROSALIE M. JAVING, GSP Representative
8. ALWIN SUERTE, GSC KRISTAN Representative – Via Google Meet
9. RODEL H. CATUBAY, BAC Secretariat Head
10. KIER ALELI PANTALIANO, BAC Secretariat
11. MARK LESTER CASPILLO, BAC Secretariat
12. IRA KEVIN OREGANO, BAC Secretariat

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
<b>I. Preliminaries</b>	Prayer was led by Ms. Lalaine SJ. Manuntag and followed by roll call of participants by BAC Secretariat Mark Lester V. Caspillo, then declared the meeting in quorum.	N/A	N/A
<b>II. Reading and Consideration of the previous minutes</b>	N/A	N/A	N/A
<b>III. Presentation of Agenda</b>	Ms. Chairperson presented the agenda: a.) Pre-Bid Conference for the Supply and	N/A	N/A

*SDOSC-OSDS-DIO-MoM-v3.0r0.0, effective 04/06/2020*

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	Delivery of Various Office and Janitorial Supplies for 1 <sup>st</sup> and 2 <sup>nd</sup> Quarter of CY 2023 (EPA)		
<p><b>IV. Business Proper</b></p> <p>a.) Pre-Bid Conference for the Supply and Delivery of Various Office and Janitorial Supplies for 1<sup>st</sup> and 2<sup>nd</sup> Quarter of CY 2023 (EPA)</p>	<p>The BAC meeting will take place over face to face and Google meet and the ITB was presented to the body.</p> <p>BAC Chairperson read the ITB and discussed the technical specifications of the project Supply and Delivery of Various Office and Janitorial Supplies for 1<sup>st</sup> and 2<sup>nd</sup> Quarter of CY 2023 (EPA)with reference no. DSC-22-12-266 and the ABC of Php 1,746,125.00.</p> <p>BAC was now opened for suggestion and clarification on the technical specification.</p> <p>Alwin Suerte, a representative of GSC Kristan, clarifies the technical specifications on the ITB, if to issue a supplemental bid bulletin.</p>		<p>Ms. Chair requested BAC Secretariat to issue a supplemental bid bulletin on the clarification of the technical</p>

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	<p>BAC advised potential bidder to adhere to the end user's requirements.</p> <p>Ms. Chair continued to read the bidding documents' specified Checklist.</p> <p>Ms. Chair informed the price of the bidding documents of Php 5,000.00</p> <p>Bid proposals may also be submitted through email but must be received not later than 10:00 a.m. and late submissions will not be considered.</p>		<p>specification of the project.</p>
<p><b>b. To award the Single/Lowest Calculated and Responsive Bidder</b></p>	<p>Deliberation of the resolution to award on the following projects of the Single/Lowest Calculated and Responsive Bidder:</p> <p><b>Supreme Investigative and Security Agency</b> - Procurement of Security Services of Schools Division of South Cotabato CY 2023 (EPA)</p> <p><b>Sueno Shell Station</b> - Procurement of Fuel, Oil, and Lubricant with Servicing for the Schools Division Service Vehicle CY 2023 (EPA)</p>		

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	<b>MPST School and Office Supplies Depot</b> - Supply and Delivery of Office Supplies for the Provision and Implementation of Alternative Learning System (ALS)		
<b>V. Closing</b>	There are no having matters to be discuss. The meeting was moved to close by Chairperson at 9:44 p.m.	N/A	

Prepared by:

  
**RODEL H. CATUBAY**  
SEPS, BAC Secretariat Head

ATTESTED:

  
**JASMIN P. ISLA**  
BAC Chairperson/ Presiding Officer

KACP/MoM- Pre-Bid Conference on the Supply and Delivery of Various Office and Janitorial Supplies for 1<sup>st</sup> and 2<sup>nd</sup> Quarter of CY 2023 (EPA)  
/December 15, 2022

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