

Minutes of the Pre-bid Conference for the Supply and Delivery of Computer Paper Continuous Forms for the Regional Payroll Services Unit of the Department of Education, Regional Office VI

BAC Office
Department of Education, Regional Office VI
Duran Street, Iloilo City
March 2, 2020

I. IN ATTENDANCE

Bids and Awards Committee (BAC)

1. Atty. Jessica S. Sapalo - Chairperson
2. Dr. Leo B. Dedoroy - Vice-Chairperson

Provisional Members/End-user

1. Santos H. Farochilen

BAC Secretariat

1. Lilibeth G. Sanchez
2. Elsa Q. Labrillas
3. Erna Grace M. de la Mota
4. Comelio Gandicela, Jr.

Observers:

No Observers in attendance.

Notice of the pre-bid conference was sent last February 24, 2020 to the following:
Philippine Chamber of Commerce
Commission on Audit
People's Graft Watch

Bidders' Representatives:

No Bidders representative in attendance.

PRELIMINARIES:

Atty. Jessica S. Sapalo, BAC 2 Chairperson mentioned the following:

- Approved Budget of the Contract (ABC) – Two Million Four Hundred Eleven Thousand Six Hundred Sixty Four Pesos (P 2,411,664.00).
- No Bidder's representative in attendance.
- No Bidder has already acquired the bidding documents.

II. CALL TO ORDER

III. DETERMINATION OF QUORUM

Atty. Jessica S. Sapalo, BAC 2 Chairperson declared quorum at 2:07 in the afternoon in accordance with RA 9184.

She instructed the End-user, Mr. Farochilen to review the Invitation to Bid and the specifications being mentioned.

Similar contract – “ **belonging to the same line of industry**”.

- There was no discussion of the Instruction to Bidders since there was no Bidder in attendance.

Minutes of the Pre-bid Conference for the Supply and Delivery of Computer Paper Continuous Forms for the Regional Payroll Services Unit of the Department of Education Regional Office VI

Bac 2 Sec/Igs/03-02-2020

- Atty. Sapalo instructed the body that should there be any clarification to any part of the bid docs, it should be done in writing by the Bidders.
- Deadline for request for clarification is on March 6, 2020.
- Opening of bids is scheduled on March 16, 2020, 10:00 a. m. at BAC Office, Department of Education, Regional Office VI, Duran Street., Iloilo City.

IV . ADJOURNMENT

The Pre-bid Conference for the Supply and Delivery of Computer Paper Continuous Forms for the Regional Payroll Services Unit of the Department of Education, Regional Office VI was adjourned 2:26 in the afternoon.

Prepared by:

(SGD.)LILIBETH G. SANCHEZ
Head, BAC 2 Secretariat

Noted:

(SGD.)ATTY. JESSICA S. SAPALO
Chief Administrative Officer
Administrative Division
BAC 2 Chairperson