



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Bids and Awards Committee – Goods and Services
MINUTES OF THE PRE-PROCUREMENT CONFERENCE
June 19, 2023

ATTENDANCE:

1. Sonia Y. Uy	BAC Member (Goods and Services)
2. Grace T. Dela Cruz	BAC Member (Goods and Services)
3. Giparel B. Elumba	BAC Member (Goods and Services)
4. Nilda Y. Galaura	Proponent
5. Edwin O. Curam	Expert Representative
6. Jessie E. Elacan	Head BAC Secretariat
7. Ethyl Kimberly S. Labadan	Assistant Head BAC Secretariat
8. Noriza Jean L. Daga	BAC Staff

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the project **Provision of Learning Tools and Equipment-Technical Vocational Livelihood** with an Approved Budget of Two Million Two Hundred Forty-Four Thousand Three Hundred Ninety-Five Pesos & 00/100 (P2,244,395.00) was called to order at 1:30 in the afternoon presided by EPS Grace Dela Cruz, regular member, Bids and Awards Committee-Goods and Services. It started with a prayer lead by Medical Officer Sonia Y. Uy, regular member, Bids and Awards Committee-Goods and Services. EPS Dela Cruz then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum.

B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference

The proponent, EPS Nilda Y. Galaura presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). It was discovered that one (1) school, specifically Bacong National High School offered TVL-Bread and Pastry however in the PR the tools and equipment being procured are those belonging to Beauty/NailCare.

C. Discussion

The BAC discussed on the matter pertaining to the oversight and decided to reconstruct the Purchase Request (PR) with the right quantity of the tools and equipment. The warranty was also discussed stating that during inspection when items are discovered or damaged it should be replaced within seven (7) days upon receipt of notice.

There being no matters to discuss, the meeting adjourned at 1:50 in the afternoon.

Prepared:

Noted:

Sgd. JESSIE E. ELACAN
Head, BAC Secretariat

Sgd. JUDITH V. ROMAGUERA, CESO VI
Chairperson, BAC (Goods and Services)

