

1 Republic of the Philippines  
2 Department of Education  
3 Region VII, Central Visayas  
4 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY  
5 Tagbilaran City, Bohol  
6

7 BIDS AND AWARDS COMMITTEE (BAC) MINUTES OF THE MEETING  
8 1:25 PM, August 26, 2020  
9 @ Assistant Superintendent's Office  
10

11 I. ATTENDANCE  
12

13 Present:

- 14 1. Dr. Marcelo K. Palispis - Chair (Via online)  
15 2. Dr. Beatriz C. Luga - Vice Chair  
16 3. Dr. John Ariel A. Lagura - Member and Chair of the Secretariat  
17 4. Dr. Nenita J. Incog - Member  
18 5. Dr. Beatriz E. Incog - Member  
19 6. Dr. Vida A. Encarquez - Member  
20 7. Mr. Bernadito T. Taguisa - Secretariat Member  
21 8. (Mrs.) Marife C. Rallos - Secretariat Member  
22 9. Dr. Aquilino T. Milar, Jr. - Secretariat Member  
23 10. Miss Retchel T. Sumampong - Secretariat Member  
24 11. Mr. Ananias Sumaylo - Secretariat Member  
25 12. Miss Angeli Faith V. Pascual - Secretariat Member  
26 13. (Mrs.) Michelle T. Sagaral - TWG Member  
27 14. Engr. Junicel T. Mancha - TWG Member  
28 15. Engr. Louenie T. Indanao - DepEd Engineer  
29 16. Engr. Jose Marinas III - TWG Member  
30 17. Mr. Artemio B. Alo - TWG Member  
31

32 Absent:

- 33 1. Mr. Alberto A. Lacang - Member  
34 2. Mr. Joseph C. Barrete - TWG Member  
35 3. (Mrs.) Jennifer B. Sarigumba - Secretariat Member  
36

37 II. CALL TO ORDER  
38

39 The meeting was called to order by Dr. Marcelo K. Palispis, BAC Chair as presiding  
40 officer through the online screen at 1:25 in the afternoon. It started with a prayer led by Dr.  
41 Beatriz C. Luga.  
42

43 III. READING OF THE MINUTES OF THE PREVIOUS MEETING  
44

45 Dr. Vida A. Encarquez moved to dispense the reading of the minutes of the previous  
46 meeting of the BAC due to non-availability of the said document. It was duly seconded by Dr.  
47 Nenita J. Incog. The motion is carried.  
48

49 IV. PRESENTATION AND APPROVAL OF THE AGENDA OF THE MEETING  
50

51 1. Pre-Procurement Conference for the following Projects:

- 52 a. Supply and Delivery of A4 Bond Paper and Toner,  
53 b. Reproduction of DepED Central Office Modules (Kindergarten to Grade11)  
54 c. Supply and Delivery of Nutri-packs and other Ready to Eat Foods for  
55 School-Based Feeding Program

56 2. Other Matters

57  
58 Dr. Beatriz C. Luga moved that the presented agenda be approved and it was seconded by  
59 Dr. Vida A. Encarquez. The motion is carried.

60  
61 V. PRE-PROCUREMENT CONFERENCE

62  
63 Mr. Bernadito T. Taguisa, member of the secretariat informed the members of the BAC of  
64 the following projects:

- 65 a. Supply and Delivery of 20,000 reams of A4 Bond Paper and Toner – ABC =  
66 P 3,900,000.00  
67 b. Reproduction of DepED Central Office Modules (Kindergarten to Grade11) –  
68 ABC = P 15,730,546.00  
69 c. Supply and Delivery of Nutri-packs and other Ready to Eat Foods for  
70 School-Based Feeding Program – ABC = P 2,277,600.00  
71

72 Dr. Beatriz C. Luga moved that the mode to be used in the procurement of the three  
73 projects is competitive bidding. This was seconded by Dr. Vida A. Encarquez. The motion is  
74 carried.

75  
76 Miss Retchel T. Sumampong read the synchronize schedule of BAC activities for the  
77 procurement of the three projects:

- 78 August 26, 2020 - Pre-Procurement Conference  
79 September 4, 2020 - Advertisement/Posting of ITB  
80 September 4-25, 2020 - Issuance and availability of Bid Documents  
81 September 14, 2020 - Pre-Bid Conference (10 AM)  
82 September 25, 2020 - Receipt of Bods (until 8:59 AM)  
83 September 25, 2020 - Opening of Bids (9:00 AM)  
84 September 28-29, 2020- Bid Evaluation  
85 September 30, 2020 - Post-Qualification  
86 October 1, 2020 - Preparation of Resolution to Award  
87 October 2, 2020 - Issuance of Notice of Award  
88 October 12, 2020 - Preparation and Signing of Contract  
89 October 19, 2020 - Issuance of Notice to Proceed  
90

91 The contract duration for Supply and Delivery of A4 Bond Paper and Toner and  
92 Reproduction of DepED Central Office Modules (Kindergarten to Grade11) is 25 days while  
93 that of the Supply and Delivery of Nutri-packs and other Ready to Eat Foods for  
94 School-Based Feeding Program is 20 days.

95  
96 VI. OTHER MATTERS:

97  
98 Engr. Junicel T. Mancha informed the BAC members that the bidding of the procurement  
99 of duplicators from the SEF is scheduled on September 9, 2020.  
100



101 VII. ADJOURNMENT

102

103 Dr. Vida A. Encarquez moved to adjourn the meeting and it was seconded by Dr. Nenita J.  
104 Incog. The meeting was adjourned at 3:02 PM.

105

106

107 Prepared by:

108

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JOHN ARIEL A. LAGURA  
BAC Secretariat Chair

111 Noted:

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MARCELO K. PALISPIS, Ed.D.  
BAC Chair

# ATTENDANCE

## PRE-PROCUREMENT CONFERENCE ON THE SUPPLY AND DELIVERY OF A4 BOND PAPER AND TONER, REPRODUCTION OF DepEd CENTRAL OFFICE MODULE KINDERGARTEN TO GRADE 11

August 26, 2020

	NAME	DESIGNATION	SIGNATURE
1	Berting C. Luga	BAC member	B. Luga
2	Michele T. Sagay	TWG	M. Sagay
3	Vida A. Encarnacion	BAC alt. member	V. Encarnacion
4	AQUILINO T. MILAR JR	Secretariat Member	A. Milar Jr
5	JOHN ARIELA LAGURA	member	J. Lagura
6	MENITA J. INCOG	member	M. Incog
7	MARIFE RALLON	member	M. Rallon
8	BERTRIZ INCOG	member	B. Incog
9	LOUENIE T. INDANDAO	PTE	L. Indandao
10	RETCHEL T. SUMAMPANG	SECRETARIAT	R. Sumampang
11	BERNADITO TACUMSA		B. Tacumsa
12	Juniel T. Mancho	TWG	J. Mancho
13	ANANIAS J. SUMAYLO	SECRETARIAT	A. Sumaylo
14	Angeli Faith V. Pascual	Secretariat	A. Pascual
15	JOSE C. MARINAS JR	TWG	J. Marinas Jr
16	Artemio B. Ato	TWG	A. Ato
17			
18			
19			
20			