



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of City Schools – Tagbilaran City

BIDS AND AWARDS COMMITTEE (BAC) MINUTES OF THE MEETING
10:19 AM, October 19, 2020
@ Office of Assistant Schools Division Superintendent

I. ATTENDANCE

Present:

- | | |
|---------------------------------|---------------------------|
| 1. Dr. Marcelo K. Palispis | - Chair (via online) |
| 2. Dr. Beatriz C. Luga | - Vice Chair |
| 3. Dr. Beatriz E. Incog | - Regular Member |
| 4. Dr. Aimee T. Amistoso | - Regular Member |
| 5. Dr. Aquilino T. Milar, Jr. | - Regular Member |
| 6. Dr. Vida A. Encarquez | - Alternate Member |
| 7. Mr. Alberto A. Lacang | - Alternate Member |
| 8. Dr. John Ariel A. Lagura | - Chair, Secretariat |
| 9. Miss Angeli Faith V. Pascual | - Vice-Chair, Secretariat |
| 10. Mr. Bernadito T. Taguisa | - Member, Secretariat |
| 11. (Mrs.) Marife C. Rallos | - Member, Secretariat |
| 12. Miss Retchel T. Sumampong | - Member, Secretariat |
| 13. Engr. Jose Marinas III | - TWG Member |
| 14. Engr. Junicel T. Mancha | - TWG Member |
| 15. Mr. Artemio B. Alo | - TWG Member |
| 16. (Mrs.) Michelle T. Sagaral | - TWG Member |
| 17. Ms. Mafay D. Bernales | - 5 Angels Trading |

Absent:

- | | |
|---------------------------------|-----------------------|
| 1. Dr. Nenita J. Incog | - Alternate Member |
| 2. Mr. Ananias Sumaylo | - Member, Secretariat |
| 3. Mr. Ruben C. Lorejo | - Member, Secretariat |
| 4. (Mrs.) Jennifer B. Sarigumba | - Member, Secretariat |
| 5. Engr. Louenie T. Indanao | - DepEd Engineer |
| 6. Mr. Joseph C. Barrete | - TWG Member |

II. CALL TO ORDER

The meeting was called to order by Dr. Marcelo K. Palispis, BAC Chair as presiding officer through the online screen at 10:19 in the morning. It started with a prayer led by Dr. Beatriz C. Luga.

III. READING OF THE MINUTES OF THE PREVIOUS MEETING

Dr. Beatriz C. Luga moved to dispense the reading of the minutes of the BAC meeting on October 5, 2020 because copies of the minutes were distributed before the start of the meeting. It was seconded by Dr. Vida A. Encarquez.

Dr. Aimee T. Amistoso moved for the approval of the minutes of the previous meeting and was seconded by Dr. Beatriz E. Incog. The motion is carried.



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

IV. MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETING

Line 50-51: Dr. Beatriz C. Luga informed the members of the BAC of the resumption of the reproduction of the self-learning modules at the Division Office. The supplier had delivered the toner of the duplicator.

V. PRESENTATION AND APPROVAL OF THE AGENDA OF THE MEETING

1. Pre-Bid Conference on the Supply and Delivery of 30,332 Reams of A4 (Substance 20) Bond Paper
2. Pre-Procurement Conference on the Reproduction of DepEd Central Office Modules (4,763.331 copies)
3. Annual Procurement Plan for 2021

Dr. Beatriz C. Luga moved to approve the agenda as presented and was seconded by Dr. Vida A. Encarquez. The motion is carried.

VI. PRE-BID CONFERENCE

Schedule of BAC Activities on the Supply and Delivery of 30,332 Reams of A4 Bond Paper (Substance 20) for the Reproduction of Self-Learning Modules (Approved Budget for the Contract is PhP 5,914,814.20):

- | | |
|--------------------|--|
| October 9-30, 2020 | - Issuance and Availability of Bid Documents |
| October 19, 2020 | - Pre-Bid Conference at 10:00 AM |
| October 30, 2020 | - Receipt of Bids until 8:59 AM |
| October 30, 2020 | - Opening of Bids at 9:00 AM |
| November 3, 2020 | - Bid Evaluation |
| November 5, 2020 | - Post Qualification Evaluation |
| November 6, 2020 | - Preparation of Resolution to Award |
| November 9, 2020 | - Issuance of Notice to Award |

VII. PRE-PROCUREMENT CONFERENCE

The DepEd Central Office downloaded funds in the amount of PhP 4,763,331.42 for the reproduction of Self-Learning Modules.

An issue surfaced whether to adopt Repeat Order as the mode of procurement. According to (Mrs.) Marife C. Rallos, Repeat Order is a method of procurement of Goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat Orders shall be subjected to the following condition: It shall not exceed twenty-five percent of the quantity of each item in the original contract. Since the ABC is more than 25% of the amount of the original contract, repeat order procurement can't be adopted. Thus, the Procurement for the reproduction of Self-Learning Modules must be done through Competitive Bidding.

The BAC secretariat was directed to prepare the schedule of BAC Activities.

VIII. ANNUAL PROCUREMENT PLANNING FOR 2021

All procurement shall be within the approved budget of the Procuring Entity and should be meticulously and judiciously planned by the Procuring Entity. Upon issuance of the budget call, the Procuring Entity shall prepare its indicative Annual Procurement Plan (APP) for the succeeding calendar year. In the preparation of the indicative APP, the end-user or implementing units of the Procuring Entity shall formulate their respective Project Procurement Management Plans (PPMPs) for their different programs, activities and projects (PAPs). The PPMPs shall then be submitted to the Procuring Entity's Budget Office for evaluation in order to ensure consistency with the Procuring Entity's budget proposal and compliance with existing budgeting rules. The PPMPs included in the

budget proposal shall be forwarded to the BAC secretariat for consolidation into an indicative APP, and to the BAC for final recommendation of the appropriate procurement modality. The indicative APP and budget proposal shall be simultaneously submitted to Head of Procurement Entity (HOPE) and/or other oversight bodies for approval.

In this connection, a workshop on the preparation of the 2021 Annual Procurement Plan was proposed to be conducted on November 11-13, 2020 subject to the approval of the HOPE.

VII. OTHER MATTERS:

Miss Marian C. Palomares, Administrative Aide VI and Mr. Christian John L. Capon, Administrative Assistant II were recommended for designation as additional members of the BAC secretariat.


Miss Retchel Sumampong informed the group that she had submitted justifications of some discrepancies in the submission of the Annual Procurement Plan 2019, APCPI 2019 and PhilGEPS posting for 2019.

Engr. Jose Mariñas III informed the BAC members that the Transparency Seal is already incorporated in the Division Website. The BAC secretariat is instructed to furnish Engr. Mariñas with the documents to be posted in the Transparency Seal.

VIII. ADJOURNMENT

Dr. Aquilino T. Milar, Jr. moved to adjourn the meeting and it was seconded by Dr. Beatriz E. Incog. The meeting was adjourned at 11:17 AM.

Prepared by:


JOHN ARIEL A. LAGURA
BAC Secretariat Chair

Noted:


MARCELO K. PALISPIS EdD
BAC Chair

ATTENDANCE

PRE BID CONFERENCE

ON THE SUPPLY AND DELIVERY OF THIRTY THOUSAND
THREE HUNDRED THIRTY TWO REAM OF A4 BOND PAPER
AND PRE PROCUREMENT CONFERENCE ON THE
REPRODUCTION OF DepEd CENTRAL OFFICE MODULE
(4,763,331 COPIES)

MONDAY, OCTOBER 19, 2020

	NAME	DESIGNATION	SIGNATURE
1	AQUILINO MILLAN JR	Member	
2	BERNARDITO TAGUIA	BAC VEC.	
3	JOHN ARIEL A. LAGUNA	BAC Secretariat	
4	VICIA A. ENCARQUEZ	BAC at-ty	
5	AIMEE T. XMITOSO	Member	
6	PETCHER J. CUMAYAN	BAC SECRETARIAT	
7	Angeli Faith V. Pascual	Secretariat	
8	BEATRIZ C. LUGA	Member	
9	BEATRIZ E. INCOG	Member	
10	Michelle J. Sagun	Member TWG	
11	Marife Rallo	Secretariat	
12	Artemio B. Ato	TWG	
13	JOSE MARINAS JR	TWG	
14	Juniel T. Mancho	TWG	
15	ALBERTO X. LACAR		
16			
17			
18			
19			
20			
21			

OBSERVERS

	NAME	AGENCY	SIGNATURE
1			
2			
3			
4			

BIDDERS

	NAME	COMPANY	SIGNATURE
1	MAFAY D. BERNALES	5 Angels Trading	M Bernal
2			
3			
4			

