



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

1:52 ~~PM~~ October 5, 2020

@ Division Office Conference Hall

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. Nenita J. Incog | - Alternate Member |
| 7. Dr. Vida A. Encarquez | - Alternate Member |
| 8. Mr. Alberto A. Lacang | - Alternate Member |
| 9. Dr. John Ariel A. Lagura | - Chair, Secretariat |
| 10. Miss Angeli Faith V. Pascual | - Vice-Chair, Secretariat |
| 11. Mr. Bernadito T. Taguisa | - Member, Secretariat |
| 12. Mr. Ruben C. Lorejo | - Member, Secretariat |
| 13. (Mrs.) Jennifer B. Sarigumba | - Member, Secretariat |
| 14. Mr. Joseph C. Barrete | - TWG Member |
| 15. Engr. Junicel T. Mancha | - TWG Member |
| 16. (Mrs.) Michelle T. Sagaral | - TWG Member |
| 17. Mr. Artemio B. Alo | - TWG Member |

Absent:

- | | |
|------------------------------|-----------------------|
| 1. Mr. Ananias Sumaylo | - Member, Secretariat |
| 2. (Mrs.) Marife C. Rallos | - Member, Secretariat |
| 3. Miss Retchel T. Sumampong | - Member, Secretariat |
| 4. Engr. Louenie T. Indanao | - DepEd Engineer |
| 5. Engr. Jose Marinas III | - 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 1:52 in the afternoon. It started with a prayer led by Dr. Beatriz C. Luga.

III. READING OF THE MINUTES OF THE PREVIOUS MEETING

The reading of the minutes of the BAC on September 25, 2020 was dispensed because the copies of the minutes was distributed to the members of the BAC before the start of the meeting.

The following corrections of the minutes were done by the members of the BAC:

Lines 57 and 81: The name of the Procurement is "Supply and Delivery of A4 Bond Paper" only and did not include Toner.

Line 68: The box which contains bid documents was closed at 9:00 AM instead of 8:59 AM.

Line 78: Change the word "bis" to "bid".

Line 96: Change Roman Numeral No VII to VIII.



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46 Dr. Beatriz C. Luga moved for the approval of the minutes of the previous meeting as
47 corrected. It was seconded by Dr. Nenita J. Incog. The motion is carried.
48

49 IV. MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETING

50 Dr. Beatriz C. Luga informed the members of the BAC that the reproduction of the self-learning
51 modules at the Division Office was stopped last Friday, October 2, 2020 due to out-of-supply of toner.
52 The supplier promised to deliver the toner within the week.

53 Updates of the recently- awarded procurements:

54 The contract for the supply and delivery of A4 bond paper is for signature, waiting for the
55 submission the winning bidder's performance bond.

56 The e-copies of the self-learning modules were already sent to the Bohol Star Press.
57

58 V. PRESENTATION AND APPROVAL OF THE AGENDA OF THE MEETING

59 1. Pre-Procurement Conference on the Supply and delivery of 30,332 Reams of A4
60 (Substance 20) Bond Paper

61 2. Other Matters

62 Dr. Beatriz C. Luga moved that the presented agenda be approved and it was seconded by Dr.
63 Vida A. Encarquez. The motion is carried.
64

65 VI. PRE-PROCUREMENT CONFERENCE

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

69	October 5, 2020	- Pre-Procurement Conference
70	October 9, 2020	- Advertisement and Posting of Invitation to Bid
71	October 9-30, 2020	- Issuance and Availability of Bid Documents
72	October 19, 2020	- Pre-Bid Conference at 10:00 AM
73	October 30, 2020	- Receipt of Bids until 8:59 AM
74	October 30, 2020	- Opening of Bids at 9:00 AM
75	November 3, 2020	- Bid Evaluation
76	November 5, 2020	- Post Qualification Evaluation
77	November 6, 2020	- Preparation of Resolution to Award
78	November 9, 2020	- Issuance of Notice to Award

79

80 VII. OTHER MATTERS:

81 None
82

83 VIII. ADJOURNMENT

84 Dr. Aquilino T. Milar, Jr. moved to adjourn the meeting and it was seconded by Dr. Beatriz
85 E. Incog. The meeting was adjourned at 2:25 PM.
86

87 Prepared by:

88 
89 **JOHN ARIEL A. LAGURA**
90 BAC Secretariat Chair
91

92 Noted:

93 
94 **MARCELO K. PALISPIS EdD**
95 BAC Chair

ATTENDANCE

PRE- PROCUREMENT CONFERENCE

ON THE SUPPLY AND DELIVERY OF THIRTY THOUSAND
THREE HUNDRED THIRTY TWO REAM OF A4 BOND PAPER
MONDAY, OCTOBER 5, 2020

	NAME	DESIGNATION	SIGNATURE
1	VIDA A. ENCAR BUZ	BAC alt. member	
2	AIMEE T. AMISTOSO	BAC MEMBER	
3	BEATRIZ E. INCOG	BAC MEMBER	
4	MENITA J. INCOG	BAC- Alt. - member	
5	AQUILINO T. MILAR JR	BAC member	
6	JOHN ARIEL A. LAGUNA	Secretarial Chair	
7	Angeli Faith V. Pascual	Secretariat	
8	BERNARD TRUJILLO	BAC SECRETARIAT	
9	MURDEN C. LONEJO	BAC SECRETARIAT	
10	BEATRIZ C. LUGA	BAC member	
11	ALBERTO A. LACAN		
12	MICHELLE T. SAGARAY	TWG	
13	Juniel T. Mancke	TWG	
14	Artemio B. Alo	TWG	
15	Joseph C. Barreto	TWG	
16	Joseph B. Sanjano	Secretariat	
17			
18			
19			
20			
21			

OBSERVERS

	NAME	AGENCY	SIGNATURE
1			
2			
3			
4			

BIDDERS

	NAME	COMPANY	SIGNATURE
1			
2			
3			
4			

