



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

BIDS AND AWARDS COMMITTEE (BAC) MINUTES OF THE MEETING

10:00 A.M., January 27, 2021 @ CID Office

I. ATTENDANCE

Present:

1. Dr. Beatriz C. Luga	- Co-Chairperson
2. Dr. Beatriz E. Incog	- Regular Member
3. Dr. Aquilino T. Milar, Jr.	- Regular Member
4. Dr. Aimee T. Amistoso	- Regular Member
5. Dr. Vida A. Encarquez	- Alternate Member
6. Dr. Nenita J. Incog	- Alternate Member
7. Dr. John Ariel A. Lagura	- Secretariat Chair
8. Ms. Angeli Faith V. Pascual	- Secretariat V-Chair
9. Mrs. Marife C. Rallos	- Secretariat Member
10. Mr. Bernadito T. Taguisa	- Secretariat Member
11. Mr. Ruben C. Lorejo	- Secretariat Member
12. Mrs. Jennifer B. Sarigumba	- Secretariat Member
13. Ms. Marianne C. Palomares	- Secretariat Member
14. Mr. Ananias J. Sumaylo	- Secretariat Member
15. Mr. Christian John L. Capon	- Secretariat Member
16. Mr. Joseph C. Barrete	- TWG Member
17. Engr. Louenie T. Indanao	- TWG Member
18. Engr. Junicel T. Mancha	- TWG Member
19. Engr. Jose C. Mariñas III	- TWG Member
20. Mr. Artemio B. Alo LIB, EnP	- TWG Member
21. Mr. Jemer A. Lofranco	- Starbright Office Depot, Inc. (CDO)
22. Mr. Save Derosahinto	- JR & KD Enterprises
23. Ms. Rowena E. Oculam	- Ma-Vill Recycling Corp. (Mandaue City)
24. Ms. Germanita Luminarias	- Gerdalu Enterprises (Tagbilaran City)
25. Mr. Albert Moring	- Teachers Coop (Tagbilaran City)
26. Maricel Lopena	- God's Gift (Tagbilaran City)

Absent:

1. Dr. Marcelo K. Palispis	- Chairperson
2. Mr. Alberto A. Lacang	- Alternate Member
3. Mrs. Michelle T. Sagaral CPA, MM	- TWG Member

II. CALL TO ORDER

The Pre-bid Conference was called to order by Dr. Beatriz C. Luga as a Presiding Officer at 10:00 o'clock in the morning. It was started with a prayer

52 by Ms. Marianne C. Palomares. The Co-Chair declared the meeting quorum
53 after a roll call to the BAC members.
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56 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

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58 The copies of minutes of the previous meeting were distributed to the
59 BAC members. There was a motion to dispense the reading of minutes of
60 the previous meeting to give way to the main agendum which was the Pre-
61 bid Conference. It was moved by Dr. Aquilino T. Milar, Jr. and duly seconded
62 by Dr. Nenita J. Incog and the motion was carried out.
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64 When the prospective bidders were done asking their questions and
65 clarifications regarding the Supply and Delivery of Six Thousand Four
66 Hundred Thirty-Eight (6,438) Reams of A4 Bond Paper Substance 20, the
67 Presiding Officer asked the BAC members to read the previous minutes of
68 the meeting page by page. There was a motion to approve the minutes of
69 the previous meeting then it was moved by Dr. Aimee T. Amistoso and
70 seconded by Dr. Vida A. Encarquez. The motion was also carried out.
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73 **IV. AGENDA OF THE MEETING**

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76 **A. MAIN AGENDUM**

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- 78 1. Supply and Delivery of Six Thousand Three Hundred Forty-Eight
79 (6,348) Reams of A4 Bond Paper Substance 20
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81 The Presiding Officer requested the prospective bidders who were
82 present during the Pre-bid Conference to introduce themselves and
83 state what company they represent. There were six (6) prospective
84 bidders who attended and interested in the project. Majority of them are
85 located at Tagbilaran City, Bohol.
86

87 The prospective bidders were also informed about the BAC schedule
88 of activities including the submission of the bidding documents. It was
89 reiterated by the Presiding Officer that the bidding documents are now
90 available at the SDS Office care-of Mr. Bernadito T. Taguisa amounting
91 to Five Thousand Pesos (5,000.00). The deadline for the submission of
92 bid docs will be on February 8, 2021 at 8:59 A.M. then the opening of
93 bids shall take place in CID Office at exactly 9:00 A.M. on the same day.
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95 The Presiding Officer then opened the floor to all the prospective
96 bidders for any questions or clarifications. The questions raised by the
97 prospective bidders were the number of days of delivery, specific brand
98 name of the A4 bond paper, manner of delivery and number of copies of
99 the bid docs. It was raised by the BAC Secretariat that the number of
100 days of delivery for the project will be 20 calendar days from receipt of
101 the Notice to Proceed (NTP). It was also mentioned that no specific
102 brand name for the bond paper as long as it is substance 20. The

prospective bidders were advised to bring sample on the opening of bids preferably one (1) ream.

The delivery of the A4 bond paper will be done outside the Division Office since the Supply Room of the division cannot accommodate all the supplies. During the delivery, the respective schools of the City Division will be called to immediately pick-up their share to avoid congestion at the office. The prospective bidders were informed to submit three (3) copies of bid docs, one (1) original and two (2) duplicate copies both for legal and financial documents. They were finally advised by the BAC Secretariat to refer to the bidding documents for more information of the project.

It was raised by Dr. Vida A. Encarquez that some schools have concerns about the quality of the bond paper from the previous supply and delivery. They have encountered difficulty in printing and even experienced paper jam. BAC Secretariat informed the body that they would still look into this aspect then advised the prospective bidders to really submit samples of A4 bond paper substance 20 at least on the bid opening.

B. OTHER MATTERS

1. Follow-ups from Previous Meeting

Dr. Beatriz E. Incog asked for an update on the dumping and piling of gravel to the DO ground. Engr. Louenie T. Indanao informed the BAC members that the Program of Works (POW) was already for finalization and approval. Engr. Junicel T. Mancha to also canvass three (3) suppliers for the project while Mr. Joseph C. Barrete will be the one to negotiate the lowest contractor.

According to Dr. Aquilino T. Milar, Jr. there is already a supplier for bulletin board for the Citizen's Charter, the costing will be on Monday, February 1, 2021. The citizens charter is now for finalization as well as the organizational chart for the division office personnel that is care-of Mr. Japhet A. Revereal. Moreover, the bulletin board will be placed outside the office using tarpaulin. It must contain roof and glass cover for protection. This is to help and guide our clients in their transaction with the office through the Officer-of-the-Day assigned.

Engr. Junicel T. Mancha also informed the body that the ID printer for employees is now on process with City Hall while the photocopier for schools are already done with the bidding and now for post-qualification process.


On the other hand, Mr. Ananias J. Sumaylo requested for an additional purchase of a heavy-duty scanner for accounting use, since the Commission on Audit requires the office to scan more documents from Mr. Christian John L. Capon, Mrs. Felisa B. Deligencia, Mr. Ananias J. Sumaylo and Mrs. Rosalie A. Tambis. This is also to make sure that the office can fast-track their work and transmit reports on time. It was

155 agreed that this request will be prioritized if there is enough budget from
156 the capital outlay this year.
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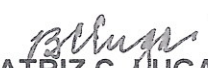
162 **V. ADJOURNMENT**
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164 Dr. Aquilino T. Milar, Jr. moved to adjourn the meeting and it was
165 seconded by Dr. Beatriz E. Incog. The meeting was adjourned at 10:50
166 A.M.
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170 Prepared by:

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172 **RUBEN C. LOREJO**
173 Secretariat Member
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177 Noted by:

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179 **BEATRIZ C. LUGA PhD**
180 BAC Co-Chairperson
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