



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**BIDS AND AWARDS COMMITTEE (BAC) MINUTES OF THE MEETING**

**9:00 AM, February 8, 2021 @ CID Office**

**I. ATTENDANCE**

Present:

1. Dr. Marcelo K. Palispis - Chairperson
2. Dr. Beatriz C. Luga - Co-Chairperson
3. Dr. Beatriz E. Incog - Regular Member
4. Dr. Aquilino T. Milar, Jr. - Regular Member
5. Dr. Aimee T. Amistoso - Regular Member
6. Dr. Vida A. Encarquez - Regular Member
7. Dr. Nenita J. Incog - Regular Member
8. Dr. John Ariel A. Lagura - Secretariat Chair
9. Mrs. Marife C. Rallos - Secretariat Member
10. Mr. Bernadito T. Taguisa - Secretariat Member
11. Mr. Ananias J. Sumaylo - Secretariat Member
12. Mr. Christian John L. Capon - Secretariat Member
13. Mrs. Jennifer B. Sarigumba - Secretariat Member
14. Ms. Marianne C. Palomares, - Secretariat Member
15. Mr. Joseph C. Barrete - TWG Member
16. Engr. Louenie T. Indanao - TWG Member
17. Engr. Junice! T. Mancha - TWG Member
18. Engr. Jose C. Marinas III - TWG Member
19. Mr. Artemio B. Alo LIB, EnP - TWG Member
20. Mr. Jemer A. Lofranco - Starbright Office Depot, Inc. (CDO)
21. Mr. Save Derosahinto - JR & KD Enterprises (Pob. Talibon, Bohol)
22. Ms. Rowena E. Oculam - Ma-Vill Recycling Corp. (Mandaue City)

Absent:

1. Ruben C. Lorejo - Secretariat Member
2. Angeli Faith V. Pascual - Secretariat VChair

35 **II. CALL TO ORDER**

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37 The Pre-bid Conference was called to order by Dr. Marcelo K. Palispis as the  
38 Presiding Officer at 9:00 o'clock in the morning. It started with a prayer by Mr.  
39 Alberto A. Lacang. The BAC Presiding Officer declared the meeting quorum after a  
40 roll call to all BAC Members.

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42 **III. CLOSING OF RECEIPT OF BID DOCUMENTS**

43 The box which contains the bid documents was closed at 8:59 A.M. in the  
44 presence of the Bids and Awards Committee and representatives from Starbright  
45 Office Depot, Inc. (CDO), JR & KD Enterprises (Pob. Talibon, Bohol) and Ma-Vill  
46 Recycling Corp. (Mandaue City).

47

48 **IV. AGENDA OF THE MEETING**

49 1. Opening of Bids:

50 a. Batch 4 Supply and Delivery of 6,348 reams of A4 Bond Paper Substance  
51 20 for Reproduction of Modules (with ABC of Php 1, 237, 937.88).

52 2. Other Matter:

53 b. Post-Qualification

54

55 **V. READING AND APPROVAL OF THE PREVIOUS MINUTES**

56 A motion to dispense the reading of the previous minutes of the meeting was  
57 moved by Dr. Aquilino T. Milar, Jr. to give time to the main agendum which is the  
58 process of reading and checking the bidders' documents for the supply and delivery  
59 of 6, 348 reams of A4 bond paper substance 20 for the reproduction of modules. It  
60 was duly seconded by Dr. Beatriz C. Luga and the motion was carried out.

61

62 **VI. OPENING OF BIDS**

63 Opening of Bids for the Batch 4 Supply and Delivery of 6,348 reams of A4 Bond  
64 Paper Substance 20 for Reproduction of Modules (with ABC of Php 1, 237, 937.88).  
65 The BAC Secretariat Chair, Dr. John Ariel A. Lagura, did the process for the opening  
66 of bids.

67 There bidders brought with them samples of A4 bond papers to be used for the  
68 supply. Checking of the bidding documents both legal and financial aspects was also  
69 undertaken.

70 After examination of the bid documents submitted, the BAC Members led by the  
71 BAC Chairman Dr. Marcelo K. Palispis and assisted by Mr. Bernadito T. Taguisa  
72 found out that JR and KD Prints Enterprises, we have the Starbright Office Depot  
73 Incorporated, and Ma-Vill Recycling Center Corporation were eligible for this project.

74 Regular members of the BAC filled-up the form of Abstract of Bid as  
75 Calculated.

Name of Bidders	Sample A4 Bondpaper	Bid Security	ABC	Contract Price	Remarks
1. JR and KD Prints Enterprises	Smartist and AOne	BSD	1, 237, 937.88	876, 024. 00	Eligible
2. Ma-Vill Recycling Center Corporation	Copy Paper	BSD	1, 237, 937.88	881, 102. 40	Eligible
3. Starbright Office Depot Inc.	AOne	BSD	1, 237, 937.88	888, 720.00	Eligible

76  
77 It was declared by the BAC Chairperson that the lowest and responsive bidder  
78 to the Supply and delivery of (6,348) reams of A4 Bond Paper Substance 20 so far  
79 from the present bidders was JR and KD Prints Enterprises. The BAC Secretariat  
80 Chair declared that the checking of financial and technical bidding documents was  
81 done. It ended at exactly 9:42 AM.

82 There were no questions raised and so it was agreed by all BAC Members to  
83 proceed immediately to Post-Qualification. After signing the documents per page, it  
84 was agreed to proceed immediately to the reading of minutes and other matters.

85

## 86 VII. OTHER MATTERS

### 87 a. Post-Qualification

88 The Post-Qualification evaluation report was immediately performed by the  
89 BAC Members. All pages of the bidding documents and other necessary  
90 documents were also signed by the members of the BAC.

91           b. Follow-ups from Previous Meeting

92           Dr. Beatriz C. Luga had an arising question from line 128 to 133 for the status  
93 and update on the dumping and piling of gravel for the front ground. Mr. Joseph C.  
94 Barrete submitted to Engr. Junicel Mancha the name of one possible supplier in  
95 Tagbilaran City and the finalization of canvass was done by Engr. Junicel Mancha.  
96 It was informed by Engr. Louenie Indanao that the budget will be from DepEd MOOE  
97 with the amount of 174,000.00 with an approved POW. The status is on PhilGEPS.  
98 It was agreed that there should be a piling first of anapog before gravel.

99           Other concern arises from the line 135 to 142, re. Citizen's Charter Tarpaulin.  
100 Dr. Aquilino T. Milar, Jr. announced that they are still waiting for the posting of BQ  
101 Corporation, this will be coordinated with the supply. Citizen's Charter must be  
102 posted so that the APCPI evaluation will be scheduled.

103           Furthermore, the BAC Secretariat Chair suggested that the BAC Chairman  
104 will issue a Memorandum for the assigned documents to be prepared by the  
105 concerned members in preparation for the upcoming APCPI evaluation. The target  
106 date for the APCPI will be on March 3, 2021.

107           Mr. Joseph C. Barrete suggested that in every proceeding or conference like  
108 bid opening, there should be a policy with regards to the control on limited number  
109 of representative per contractor or supplier due to limited space in CID Office. The  
110 BAC Chairman implied that for the meantime, there should be only one  
111 representative per supplier/contractor who can get inside the office. The other  
112 observers and bidders shall wait outside the office while they listen throughout the  
113 proceedings.

114           Moreover, Dr. Beatriz C. Luga inquired about the status of the ID Printer for  
115 the DepEd employees and schools new ID Printing. Engr. Junicel Mancha responded  
116 that such still waited for the Post-Qualification.

117           On the other hand, Dr. Marcelo K. Palispis updated the August body that there  
118 is a movement for ASDS, and that he will be assigned to Negros Oriental Division  
119 and Dr. Casiana P. Caberte will be assigned in Tagbilaran City Division. The latter  
120 will report to his new station effective March 1, 2021. February 28, 2021 will be Dr.  
121 Marcelo K. Palispis', BAC Chairman's last day of duty in Tagbilaran City Division.  
122 There will be a virtual turn-over.

123 **VIII. ADJOURNMENT**

124 The meeting was moved to adjourn by Dr. Aquilino T. Milar, Jr. and was  
125 duly seconded by Dr. Beatriz E. Incog. The meeting was adjourned at exactly  
126 12:00 P.M.

127

128 Prepared by:



129 **MARIANNE C. PALOMARES**  
130 Secretariat Member

131

132 Noted by:



133 **BEATRIZ C. LUGA PhD**  
134 BAC Co-Chairperson

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