



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
2:00 P.M., April 26, 2021 @ CID Office

I. ATTENDANCE

Present:

1. Dr. Casiana P. Caberte	- 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	- Alternate Member
7. Dr. Nenita J. Incog	- Alternate Member
8. Mr. Alberto A. Lacang	- Alternate Member
9. Dr. John Ariel A. Lagura	- Secretariat Chair
10. Ms. Angeli Faith V. Pascual	- Secretariat V-Chair
11. Mrs. Marife C. Rallos	- Secretariat Member
12. Mr. Bernadito T. Taguisa	- Secretariat Member
13. Mr. Ruben C. Lorejo	- Secretariat Member
14. Mrs. Jennifer B. Sarigumba	- Secretariat Member
15. Ms. Marianne C. Palomares	- Secretariat Member
16. Mr. Ananias J. Sumaylo	- Secretariat Member
17. Mrs. Michelle T. Sagaral CPA, MM	- TWG Member
18. Engr. Jose C. Mariñas III	- TWG Member
19. Engr. Junicel T. Mancha	- TWG Member
20. Mr. Artemio B. Alo LIB, EnP	- TWG Member
21. Mr. Joseph C. Barrete	- TWG Member

Absent:

1. Engr. Louenie T. Indanao	- TWG Member
2. Mr. Christian John L. Capon	- Secretariat Member
3. Lady May P. Karaan	- Secretariat Member

II. CALL TO ORDER

The Pre-Procurement conference was called to order by Dr. Casiana P. Caberte as the Presiding Officer at 2:00 o'clock in the afternoon. It was started with a prayer by Dr. Aquilino T. Milar, Jr. The chairperson declared the meeting quorum after a roll call performed by Mr. Ruben C. Lorejo.

52 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

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54 The reading of the previous minutes of the meeting was not pushed
55 through to give way to the main agenda of the conference. The Presiding
56 Officer then immediately proceeded to the main agenda.
57

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59
60 **IV. AGENDA OF THE MEETING**

61 **A. MAIN AGENDA**

- 62
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64 1. Allotment transferred with the amount of Php 534,946.28 to cover
65 funding requirements for the Learning Resources under the
66 Implementation of BE LCP
67 2. Letter request for extension of ESP Design, Construction and
68 Supply
69 3. Other matters
70

71
72 The Presiding Officer asked the Supply Officer, Mrs. Marife C. Rallos
73 regarding her thoughts on this allotment. Mrs. Rallos first shared about
74 the allotted amounts for the procurement of Oki Copier toner and drum
75 amounting to Php 699,012.00 and procurement of Fuji Xerox amounting
76 to Php 803,000.00. The remaining amount of Php 146,950.00 will also
77 be used to procure Copylandia toner which were posted through
78 PhilGEPS. Allotted amount of Php 266,567.67 will be used to procure
79 cartridge. According to Mrs. Rallos, most of the complaint from school
80 was the lack of toner, since this is quite expensive. That's why toner must
81 be prioritized in the procurement for this allotment. The total amount of
82 Php 823,136.68 savings from previous bidding will also be used for the
83 procurement of toner.
84

85 The Presiding Officer also stressed out that we are still on-going in
86 the reproduction of modules for the 3rd quarter. The reproduction of
87 modules by the School Division Office is being looked out by Dr. Neolita
88 S. Sarabia. The target for the distribution of LRM is 3rd week of April
89 2021. The office will inform the supplier (Starbright) since we are already
90 in the last week of April 2021 and the local government of Tagbilaran
91 City will be imposing closure of borders from April 29 to May 2, 2021 in
92 relation to the pandemic that may also cause delay in their delivery.
93

94 The Presiding Officer read the letter sent by ESP Design,
95 Construction and Supply requesting for a 21-day extension of the Repair
96 and Rehabilitation of Tiptip ES. The project is supposed to end on May
97 3, 2021 but for the request of 21-day extension the project will now end
98 on May 24, 2021. The reason presented by the contractor was due to
99 bad weather condition experienced from previous months that caused
100 delay in the delivery of materials from Cebu. The letter was supported
101 by PAG-ASA bulletin. The Presiding Officer then asked Engr. Mancha if
102 the 21-day extension is enough and valid. Engr. Mancha told the body

that the said extension is justifiable and recommended for approval by the SDS.

The Presiding Officer also asked the body through Engr. Mancha if the Bulletin Board project is already finished. Engr. Mancha informed the body that the bulletin board is already done and they are now working for the approval of pathway through using bricks.

Moreover, Mrs. Sagara mentioned the availability funding for the additional tent that will serve as waiting area for our clients to avoid congestion in the lobby area. It was also mentioned that Dr. Nadela requested for a hand washing area before entering into the Division Office. This will serve as sanitation area and for disinfection purposes. It was also brought up by Dr. Luga regarding the status of ID printing machine and according to Engr. Mancha we are now waiting for its delivery.

Engr. Mariñas of the IT section told the body that there is already a budget for CCTV cameras including Fire Detection and Alarm System which were already posted through PhilGEPS. Engr. Mancha also opened-up regarding the on-going bidding process for the Security Guards. The payment for security services will be through their respective schools while there is no agency yet given by the City Hall.

V. ADJOURNMENT

There was a mass motion to adjourn the meeting. It was adjourned at 3:00 P.M.

Prepared by:


RUBEN C. LOREJO
Secretariat Member

Noted by:


CASIANA P. CABERTE PhD, CESE
BAC Chairperson



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