



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., September 22, 2021 @ CID Office

I. ATTENDANCE

Present:

- | | |
|-------------------------------------|----------------------------------|
| 1. Dr. Casiana P. Caberte | - Chairperson |
| 2. Dr. Beatriz C. Luga | - Co-Chairperson |
| 3. Dr. Aquilino T. Milar, Jr. | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Dr. Aimee T. Amistoso | - Regular Member |
| 6. Dr. Vida A. Encarquez | - Alternate Member |
| 7. Mr. Alberto A. Lacang | - Alternate Member |
| 8. Mrs. Michelle T. Sagaral CPA, MM | - TWG Member |
| 9. Engr. Junicel T. Mancha | - TWG Member |
| 10. Engr. Louenie T. Indanao | - TWG Member |
| 11. Engr. Jose C. Marinas III | - TWG Member |
| 12. Mrs. Marife C. Rallos | - Secretariat Member |
| 13. Mr. Ananias J. Sumaylo | - Secretariat Member |
| 14. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 15. Mr. Christian John L. Capon | - Secretariat Member |
| 16. Mr. Ruben C. Lorejo | - Secretariat Member |
| 17. Mrs. Jennifer B. Sarigumba | - Secretariat Member |
| 18. Ms. Lady May P. Karaan | - Secretariat Member |
| 19. Ms. Marianne C. Palomares | - Secretariat Member |
| 20. Nicasio L. Degamo | - (Observer) SBFP Focal Person |
| 21. Mafay D. Bernales | - (Bidder) 5 Angels – Tagb. City |

Absent:

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| 1. Dr. Nenita J. Incog | - Alternate Member |
| 2. Mr. Joseph C. Barrete | - TWG Member |
| 3. Mr. Artemio B. Alo LIB, EnP | - TWG Member |
| 4. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 5. Ms. Angeli Faith V. Pascual | - Secretariat V-Chair |

II. CALL TO ORDER

The Pre-bid Conference was called to order by Dr. Beatriz C. Luga who served as the Presiding Officer on behalf of Dr. Casiana P. Caberte, at 10:00 in the morning. It started with a prayer led by Mr. Alberto A. Lacang. The BAC Presiding Officer declared the meeting quorum after a roll call of the BAC Members.





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54 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**
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56 The copies of minutes of the previous meeting were distributed to the
57 BAC Members. A motion to dispense on the reading of the previous minutes
58 was raised by Mr. Alberto A. Lacang to give way to the discussion of the main
59 agenda of the meeting.
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61 **IV. AGENDA OF THE MEETING**
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63 **A. MAIN AGENDA**
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65 **1. Pre-bidding Conference:**

66 a. Supply and Delivery of Nutri-packs and Other Ready to Eat
67 Foods for School Based Feeding Program for SY 2021-2022 with an ABC of
68 Php 1,781,760.00.

69 b. Supply and Delivery of 7,222 reams of A4 Bond Paper
70 subs. 20 for Reproduction of Modules with ABCs of Php1,300,000. 00.

71 c. Supply and Delivery of 10, 025 reams of A4 Bond Paper
72 subs. 20 for Reproduction of Modules with ABCs of Php1,804,635. 72.
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75 The Presiding Officer proceeded to the main business with the presence
76 of the bidders. There were two bidders namely, Kris Mart General
77 Merchandise from Cebu City and the 5 Angels from Tagbilaran City, however,
78 only the 5 Angels was present and attended online for the Pre-bid
79 conference. The Kris Mart General Merchandise did not respond to the call,
80 but they were able to buy the bid docs. There are three items for the bidding,
81 the following are Supply and Delivery of Nutri-packs and Other Ready to Eat
82 Foods for School Based Feeding Program for SY 2021-2022 this is pursuant
83 to RA. 11518 FY 2021 of the General Appropriations Act for the
84 implementation of the School Based Feeding Program with an ABC of Php
85 1,781,760.00. Second item is, Supply and Delivery of 7, 222 reams of A4
86 Bond Paper substance 20 for Reproduction of Modules with ABC of
87 Php1,300,000.00 and the third item is Supply and Delivery of 10, 025 reams
88 of A4 Bond Paper subs. 20 for Reproduction of Modules with ABC of
89 Php1,804,635.72.
90

91 The Presiding Officer asked if there were additional topics to be
92 discussed and included in the meeting. One of the BAC Secretariat raised a
93 question regarding the savings from Ubujan ES Repair of Classrooms and that
94 it should be included in the other matters the savings from Ubujan ES,
95 amounting to 1.5 million. The City DepEd Engineer, Engr. Indanao said that
96 she will prepare the Program of Works (POW) which is intended for the repair
97 in Ubujan Elementary School (UES).
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99 The floor is given to Mr. Degamo for the details on the supply and
100 delivery of nutri-packs and other ready to eat foods. He mentioned the items
101 to be included based on the guidelines. We have 2, 320 beneficiaries per item
102 and the quantity needed is 27, 840 pcs. for the 60 days feeding program. The
103 allocation per day is 18 pesos per day per beneficiary. The computation was
104 (2,320 x 18 x 60 days), the nutri-packs to be received by the end-user will be
105 good for five days and this will be delivered once a week.
106

107 One of the bidders, the 5 Angels raised a question regarding on the
108 distribution of nutri-pack foods. It was confirmed that the delivery shall be per
109 week, and that there will be two stations for the delivery including Cogon ES
110 and TCCES (medical clinic). Another question raised from the bidder is
111 whether the packing of the food should be per student. Mr. Degamo confirmed
112 that it should be per student to make it easier to distribute to schools and less
113 hassle for the teachers. The bidder shall deliver the food packs once a week
114 for a total of twelve (12) weeks or equivalent to 60 days of the feeding program.
115 The bidder requested that if ever there are changes on the date of distribution,
116 they must be advised ahead of time for them to prepare ahead of time.
117

118 The next item discussed was about the supply and delivery of 7, 222
119 reams of A4 bond paper substance 20 for reproduction of modules with ABC
120 of Php1,300,000.00 and the supply and delivery of 10,025 reams of A4 bond
121 paper substance 20 for reproduction of modules with ABC of
122 Php1,804,635.72. The floor was given to the bidder for any clarificatory
123 question, and the bidder has no question so far. The Presiding Officer
124 requested the bidder that for the preparation of their bidding documents they
125 must put a dog ear in every requirement for an easy facilitation upon checking
126 of the requirements during the submission of the bidder's documents.
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129 **2. Other Matters**

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131 Mr. Lacang raised a motion for reconsideration for other matters,
132 regarding on the preparation or printing of employee ID. Engr. Mancha
133 responded that the bidding was done, however the problem was only the
134 delivery of the ID Printer by the provider. Engr. Mancha is always doing the
135 follow-ups in the City Hall because it is the City Government who procured
136 and conduct the bidding of the ID Printer.
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139 With regards to the concern on the savings of 1.5 million out of the
140 implemented repair in Ubujan ES, Engr. Indanao was called to explain as
141 regard to the amount and she said that she will prepare a Program of Works
142 for the additional repair of classrooms in Ubujan ES.

143

144 On the other hand, the Presiding Officer asked regarding the planned
145 Capability Building for BAC Members, TWG and Secretariat. Ma'am Fe Rallos
146 already posted the proposed program or matrix of the activity on the BAC Chat
147 Group. Before we come up with the procurement process flow chart, there
must be a revisitation of the R.A. 9184. Dr. Milar proposed a suggestion that





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148 it should be included in the discussion of the speaker the functions of the BAC
149 Members. The planned topics to be focused for discussion were Rule 2 –
150 Procurement Planning, Rule 5 – Bids and Awards Committee, Rule 4 –
151 Competitive Bidding, Rule 6 – Preparation of Bidding Documents, Rule 7 –11
152 Bidding Process, Rule 16 – Alternative Method of Procurement. Dr. Milar
153 contacted one of the referred speakers from Luzon for the Capability Building
154 of BAC Members on September 27-28, 2021 however, she has a conflict of
155 schedule. Maam Fe Rallos will contact another referred speaker and she will
156 soon give some updates regarding on the availability of the speakers.
157

158 **V. ADJOURNMENT**

159 As there were no more points to discuss, Dr. Aquilino T. Milar, Jr.
160 moved to adjourn the meeting and it was duly seconded by Dr. Aimee T.
161 Amistoso. The meeting was adjourned at 12:09 P.M.

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163 I hereby attest that the foregoing statements were true and correct.

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166 Prepared by:

MARIANNE C. PALOMARES
BAC Secretariat

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171 Noted by:

CASIANA P. CABERTE PhD, CESE
BAC Chairperson

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