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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**  
**10:30 A.M., October 25, 2021 @ Tagbilaran City Central ES Library**

**I. ATTENDANCE**

Present:

- |                                      |                      |
|--------------------------------------|----------------------|
| 1. Dr. Beatriz C. Luga               | - Co-Chairperson     |
| 2. Dr. Aquilino T. Milar, Jr.        | - Regular Member     |
| 3. Dr. Beatriz E. Incog              | - Regular Member     |
| 4. Dr. Aimee T. Amistoso             | - Regular Member     |
| 5. Dr. Vida A. Encarquez             | - Alternate Member   |
| 6. Dr. Nenita J. Incog               | - Alternate Member   |
| 7. Mr. Alberto A. Lacang             | - Alternate Member   |
| 8. Dr. John Ariel A. Lagura          | - Secretariat Chair  |
| 9. Mrs. Jennifer B. Sarigumba        | - Secretariat Member |
| 10. Mrs. Marife C. Rallos            | - Secretariat Member |
| 11. Mr. Ruben C. Lorejo              | - Secretariat Member |
| 12. Mr. Bernadito T. Taguisa         | - Secretariat Member |
| 13. Ms. Marianne C. Palomares        | - Secretariat Member |
| 14. Ms. Lady May P. Karaan           | - Secretariat Member |
| 15. Mrs. Michelle T. Sagaral CPA, MM | - TWG Member         |
| 16. Engr. Louenie T. Indanao         | - TWG Member         |
| 17. Engr. Junicel T. Mancha          | - TWG Member         |

Absent:

- |                                |                       |
|--------------------------------|-----------------------|
| 1. Dr. Casiana P. Caberte      | - Chairperson         |
| 2. Mr. Joseph C. Barrete       | - TWG Member          |
| 3. Engr. Jose C. Mariñas III   | - TWG Member          |
| 4. Mr. Artemio B. Alo LIB, EnP | - TWG Member          |
| 5. Ms. Angeli Faith V. Pascual | - Secretariat V-Chair |
| 6. Mr. Christian John L. Capon | - Secretariat Member  |
| 7. Mr. Ananias J. Sumaylo      | - Secretariat Member  |

**II. CALL TO ORDER**

The Pre-Procurement conference was called to order by Dr. Beatriz C. Luga, Co-Chairperson as the Presiding Officer at 10:30 in the morning. It was started with a prayer by Dr. Aquilino T. Milar, Jr. The Co-Chairperson declared the meeting quorum after a roll call of attendees conducted by Dr. John Ariel A. Lagura, Secretariat Chair.

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### III. READING AND APPROVAL OF THE PREVIOUS MEETING

Ms. Marianne C. Palomares, Secretariat Member distributed the copies of the previous meeting dated October 4, 2021. The members of the BAC read and reviewed the minutes.

### IV. AGENDA OF THE MEETING

#### A. MAIN AGENDUM

1. Proposed Repair and Rehabilitation of Various School Building (3 CL & H.E. Building) at Ubujan Elementary School

#### B. OTHER MATTERS

1. PPMP Workshop
2. Savings from the Procurement of Bond Paper
3. ID Printer
4. Savings from the Division MOOE

Engr. Louenie T. Indanao gave update to the BAC members on the project at Ubujan Elementary School. The savings to be used for the repair and rehabilitation will be taken from the Ubujan ES project. She also added that it would still be used to the same school because the original Special Allotment Release Order (SARO) was intended to Ubujan ES.

On the other hand, the Presiding Officer read the new schedule of BAC activities starting October 25, 2021 until December 2, 2021 for the proposed repair and rehabilitation of various school building (3 CL & H.E. building) at Ubujan ES with ABC of Php 1,582,501.62 and the contract duration will be 90 days.

It was also raised from the body if we could still conduct the project considering the time period. The accountant informed the BAC members that the project is valid for as long as we could release an approved Notice of Award and Notice to Proceed before December 31, 2021.

PPMP Workshop is set next month. There was a mass motion to schedule the said workshop on November 22-24, 2021 and it was unanimously approved by the body.

Savings from the Procurement of Bond Paper for the 2 contracts amounted to Php 794,400.07. The Division Accountant shared about the need of the Division Office like repair, supplies, equipment and other materials while the Supply Officer said that she is on negotiation process from different suppliers' quotation for the procurement of office tables. Discussion ended with priority need of the schools: printer/bond paper/ink. There was a motion to procure these items from the savings of the

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procurement of bond papers. It was moved by Dr. Beatriz E. Incog and seconded by Dr. Vida A. Encarquez.

Moreover, printer for ID has already arrived from City Hall according to Engr. Junicel T. Mancha but still lacking with ribbon and cards. The materials will be purchased by the Division Office.

The Division Accountant asked suggestion from the BAC members on what items to procure from the savings of Division MOOE. The admin office determined the need to procure additional office tables/cubicles, filing cabinets and container vans for our documents and other reports. There was a motion that the procurement of these items shall be suspended due to time elements and will be taken-up next meeting. It was moved by Dr. Aquilino T. Milar, Jr. and seconded by Dr. Nenita J. Incog.

**V. ADJOURNMENT**

Dr. Nenita J. Incog moved to adjourn the meeting and it was seconded by Dr. Vida A. Encarquez. The pre-procurement conference was ended at 11:30 A.M.

Prepared by:

  
**RUBEN C. LOREJO**  
Secretariat Member

Noted by:

  
**BEATRIZ C. LUGA**  
BAC Co-Chairperson



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