



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

DIVISION BIDS AND AWARDS COMMITTEE (BAC) MINUTES OF THE MEETING
Urgent Meeting
9:00 A.M., January 19, 2022 @ Conference Hall

I. ATTENDANCE

Present:

- | | |
|---------------------------------------|-----------------------|
| 1. Dr. Casiana P. Caberte | - Chairperson |
| 2. Dr. Aquilino T. Milar, Jr. | - Regular Member |
| 3. Dr. Beatriz E. Incog | - Regular Member |
| 4. Dr. Nenita J. Incog | - Alternate Member |
| 5. Dr. Vida A. Encarquez | - Alternate Member |
| 6. Mrs. Michelle T. Sagaral CPA, MM | - TWG Member |
| 7. Engr. Junicel T. Mancha | - TWG Member |
| 8. Engr. Louenie T. Indanao | - TWG Member |
| 9. Engr. Jose C. Marinas III | - TWG Member |
| 10. Mr. Artemio B. Alo JD, EnP | - TWG Member |
| 11. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 12. Ms. Angeli Faith V. Pascual | - Secretariat V-Chair |
| 13. Mrs. Marife C. Rallos | - Secretariat Member |
| 14. Ms. Lady May P. Karaan | - Secretariat Member |
| 15. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 16. Ms. Marianne C. Palomares | - Secretariat Member |
| 17. Ms. Julie Ann Kristie A. Redillas | - Budget Officer |

Absent:

- | | |
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| 1. Dr. Beatriz C. Luga | - Co-Chairperson |
| 2. Dr. Aimee T. Amistoso | - Regular Member |
| 3. Mr. Alberto A. Lacang | - Alternate Member |
| 4. Mrs. Jennifer B. Sarigumba | - Secretariat Member |
| 5. Mr. Ruben C. Lorejo | - Secretariat Member |
| 6. Mr. Christian John L. Capon | - Secretariat Member |
| 7. Mr. Joseph C. Barrete | - TWG Member |
| 8. Mr. Ananias J. Sumaylo | - Secretariat Member |

II. CALL TO ORDER

The urgent meeting was called to order by Dr. Casiana P. Caberte, the Presiding Officer at 1:00 in the afternoon. It started with a prayer led by Dr. Aquilino T. Milar Jr, one of the BAC Members. The BAC Presiding Officer declared the meeting quorum after the attendance check of all BAC Members.

III. READING AND APPROVAL OF THE PREVIOUS MINUTES

There was no reading of the previous minutes to give way to the discussion on the Development, Production and Delivery of Self-Learning Modules with Indicative Allocation of Php 12,846,220.23 for Q3 and Q4 of SY 2021-2022 and Q1-Q3 of SY 2022-2023.

IV. AGENDA OF THE MEETING

A. MAIN AGENDUM

- 1. Development, Production and Delivery of Self-Learning Modules with Indicative Allocation of Php 12,846,220.23 for Q3 & Q4 of SY 2021-2022 and Q1-Q3 of SY 2022-2023.**





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56 As per advice, the Presiding Officer called a meeting for the allocation of Quarters
 57 3 and 4 for SY 2021-2022 and Q1-Q3 of SY 2022-2023. The lists of indicative allocation
 58 are the following:

	Q1	Q2	Q3	Q4	TOTAL
SY 2021 - 2022	-	-	2,283,854.64	1,512,880.23	
SY 2022 - 2023	5,554,417.73	3,265,206.10	229,861.53	-	
-	-	-	-	-	12,846,220.23

59
 60 It's stated in the guidelines on the conduct of Early Procurement Activities (EPA)
 61 that EPA is applicable for procurement projects undertaken thru competitive bidding and
 62 the alternative methods of procurement except the negotiated procurement (small value),
 63 repeat order, and shopping, and small value procurement. Only the competitive bidding
 64 and the alternative modes of procurement such as the direct contracting is what qualifies
 65 for EPA. Therefore, it was decided that the allocation for the purchase of A4 bond papers,
 66 toner, drum, pick up roller and fusing assembly for Q3 & Q4 of SY 2021-2022 and Q1-
 67 Q3 of SY 2022-2023 shall be done thru competitive bidding.

68 Ma'am Julie said that the usual release of allotment for the Q3 and Q4 of SY 2021-
 69 2022 will be in February and/or March of this year, and for SY 2022- 2023 will be in
 70 June and/or July of this year for Q1 - Q3. Based on the feedback and assessment from
 71 the needs of the schools, attached is the indicative allocation list of flexible learning
 72 options (FLO) funds to be used for the development, production, and delivery of SLMs to
 73 be released upon approval of FY 2022 GAA. The Supply Officer has already furnished us
 74 the schedule, including the details of the procurement of the materials relative on the
 75 development of self-learning modules.

76
 77 In addition, the agreed schedule of Pre-bidding conference for the supply and
 78 delivery of A4 bondpaper substance 20, will be on January 25, 2022, and the opening of
 79 Bids will be on February 7, 2022. Below is the complete schedule of BAC Activities.
 80

81 Schedule on the Supply and Delivery of A4 Bondpaper Subs. 20 for Reproduction of Modules

ABC	CONTRACT DURATION	PARTICULAR
1, 750, 090. 00	20 calendar days	9,211 reams of A4 bondpaper subs. 20
5, 026, 260. 00	20 calendar days	26,454 reams of A4 bondpaper subs. 20
1,778,400.00	20 calendar days	9,360 reams of A4 bondpaper subs. 20

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 83 SCHEDULE OF BAC ACTIVITIES

	BAC ACTIVITIES	SCHEDULE	VENUE
1	Pre-Procurement Conference	December 13, 2021	DepEd Division of Tagbilaran city, BAC Bulletin and other Public Conspicuous places
2	Advertisement/Posting of ITB	January 17, 2022	DepEd Division of Tagbilaran city, BAC Bulletin and other Public Conspicuous places
3	Issuance and availability of Bid Documents	January 17, 2022 to February 7, 2022	DepEd Division of Tagbilaran city, Conference Hall
4	Pre-Bid Conference for A4 bondpaper substance 20.	January 25, 2022 at 10:00 A.M.	DepEd Division of Tagbilaran city, Conference Hall
5	Deadline on Submission of Bid Documents	February 7, 2022 until 8:59 A.M.	DepEd Division of Tagbilaran city, Conference Hall
	Opening of Bids	February 7, 2022 @ 9:00 A.M.	DepEd Division of Tagbilaran city, Conference Hall
6	Post qualification	February 8, 2022	DepEd Division of Tagbilaran city, Conference Hall
7	Preparation of Resolution to Award	February 9, 2022	DepEd Division of Tagbilaran city, Conference Hall
8	Issuance of Notice to Award		DepEd Division of Tagbilaran city, Conference Hall



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9	Preparation and Signing of Contract	DepEd Division of Tagbilaran city, Conference Hall
10	Issuance of Notice to Proceed	DepEd Division of Tagbilaran city, Conference Hall

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85 Schedule on the Supply and Delivery of the Toner, Drum, Pick-up roller & fusing assembly for
86 reproduction of modules.

ABC	CONTRACT DURATION	PARTICULAR
1, 734, 466. 00	20 calendar days	Toner, image drum, pick-up roller & fusing assembly
2, 079, 000. 00	20 calendar days	Toner and image drum

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	BAC ACTIVITIES	SCHEDULE	VENUE
1	Pre-Procurement Conference	December 13, 2021	DepEd Division of Tagbilaran city, BAC Bulletin and other Public Conspicuous places
2	Advertisement/Posting of ITB	January 20, 2022	DepEd Division of Tagbilaran city, BAC Bulletin and other Public Conspicuous places
3	Issuance and availability of of Bid Documents	January 20, 2022 to February 10, 2022	DepEd Division of Tagbilaran city, Conference Hall
4	Pre-Bid Conference for toner, drum, pick up roller and fusing assembly	January 28, 2022 at 10:00 A.M.	DepEd Division of Tagbilaran city, Conference Hall
5	Deadline on Submission of Bid Documents	February 10, 2022 until 8:59 A.M.	DepEd Division of Tagbilaran city, Conference Hall
6	Opening of Bids and Evaluation for toner, drum, pick up roller and fusing assembly	February 10, 2022 @ 9:00 A.M.	DepEd Division of Tagbilaran city, Conference Hall
7	Post qualification	February 11, 2022	DepEd Division of Tagbilaran city, Conference Hall
8	Preparation of Resolution to Award	February 14, 2022	DepEd Division of Tagbilaran city, Conference Hall
9	Issuance of Notice to Award		DepEd Division of Tagbilaran city, Conference Hall
10	Preparation and Signing of Contract		DepEd Division of Tagbilaran city, Conference Hall
11	Issuance of Notice to Proceed		DepEd Division of Tagbilaran city, Conference Hall

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90 **V. ADJOURNMENT**

91 As there were no more points to discuss with, the meeting has been
92 adjourned by the BAC Chairperson thru a motion by Dr. Nenita J. Incog and
93 seconded by Dr. Aquilino T. Milar, Jr. at 2:30 in the afternoon.

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

96

97 Prepared by:

98 
99 **MARIANNE C. PALOMARES**
BAC Secretariat

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101 Noted by:

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103 **CASIANA P. CABERTE PhD, CESE**
BAC Chairperson

