



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

Pre-bidding Conference

10:00 A.M., January 25, 2022 @ Division Conference Hall

I. ATTENDANCE

Present:

- | | |
|---------------------------------------|-------------------------|
| 1. Dr. Casiana P. Caberte | - Chairperson |
| 2. Dr. Beatriz C. Luga | - Co-Chairperson |
| 3. Dr. Aimee T. Amistoso | - Regular Member |
| 4. Dr. Aquilino T. Milar, Jr. | - Regular Member |
| 5. Mr. Alberto A. Lacang | - Alternate Member |
| 6. Dr. Nenita J. Incog | - Alternate Member |
| 7. Dr. Vida A. Encarquez | - 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. Mr. Artemio B. Alo JD, EnP | - TWG Member |
| 13. Mr. Joseph C. Barrete | - TWG Member |
| 14. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 15. Mrs. Marife C. Rallos | - Secretariat Member |
| 16. Ms. Lady May P. Karaan | - Secretariat Member |
| 17. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 18. Ms. Marianne C. Palomares | - Secretariat Member |
| 19. Ms. Julie Ann Kristie A. Redillas | - Budget Officer |
| 20. Mr. Paul Tan (online) | - Cebu Star Sales Mktg. |
| 21. Mr. Jerick Villanueva (online) | - |
| 22. Ms. Mafay Bernales (online) | - 5 Angels Trading |
| 23. Ms. Juliet Mateo (online) | - |

Absent:

- | | |
|--------------------------------|-----------------------|
| 1. Dr. Beatriz E. Incog | - Regular Member |
| 2. Ms. Angeli Faith V. Pascual | - Secretariat V-Chair |
| 3. Mrs. Jennifer B. Sarigumba | - Secretariat Member |
| 4. Mr. Ruben C. Lorejo | - Secretariat Member |
| 5. Mr. Christian John L. Capon | - Secretariat Member |
| 6. 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 10:00 in the morning. It started with a prayer led by Dr. Beatriz C. Luga. 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 Supply and Delivery of A4 Bondpaper Substance 20 for the Reproduction of modules with ABC of Php 1,750,090.00, Php 5,026,260.00, and Php 1,778,400.00.

IV. AGENDA OF THE MEETING

A. MAIN AGENDUM





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55 **1. Supply and Delivery of A4 Bondpaper Substance 20 for the**
56 **Reproduction of modules with ABC of Php 1,750,090.00, Php 5,026,260.00,**
57 **and Php 1,778,400.00.**
58

59 The Pre-bidding Conference was called to order by the Presiding Officer for the
60 procurement of A4 Bondpaper Substance 20 in the amount of Php 1, 750, 090. 00 for
61 the purchase of (9,211 reams) of A4 bondpaper subs. 20 for Quarters 3 and 4 for SY
62 2021-2022 and Php 5, 026, 260. 00 for the purchase of (26,454 reams) of A4 bondpaper
63 subs. 20, and Php 1,778,400.00 for the purchase of (9,360 reams) of A4 bondpaper subs.
64 20 Q1-Q3 of SY 2022-2023.

65
66 There are four interested prospective bidders: The 5 Angels Trading represented
67 by Ms. Mafay Bernales; Mr. Paul Tan of Cebu Star Sales Mktg., Mr. Jerick Villanueva,
68 and Ms. Juliet Mateo, all of them attended via online.
69

70 The lists of indicative allocation for the supply and delivery of bondpapers are the
71 following:

	Q1	Q2	Q3	Q4	TOTAL
SY 2021 - 2022	-	-	1,750,090.00	-	
SY 2022 - 2023	5,026,260.00	1,778,400.00	-	-	
-	-	-	-	-	12,846,220.23

72
73 Ma'am Julie, the Division Budget Officer explained to the bidders the probable
74 mode of payment that will be done regarding this procurement. The amount of the
75 contract will be submitted to the C.O. therefore, once the project/item is completely
76 delivered the payment of such items will be paid in total after the perfect delivery of items.
77

78 The Presiding Officer gave chance to the bidders for any questions and/or
79 clarifications regarding the procurement of the bondpapers. Mr. Paul Tan of Cebu Star
80 Sales Mktg. asked the bank account for the purchase of Bid docs.
81

82 In addition, to hat Ma'am Jlie said, Ma'am Michelle the Division Accountant said
83 that after the bidding, we will only be up to the Resolution to Award, and then the Notice
84 to proceed will be given once the allotment is received, therefore the time of delivery will
85 depend upon the receipt of the allotment. According to the Bid docs, the bidder is given
86 20 calendar days for the quarter 1 allocation after the notice to award. The opening of
87 Bids will be on February 7, 2022. Below is the complete schedule of BAC Activities.
88

89 **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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91 **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





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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
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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94 **V. ADJOURNMENT**

95 As there were no more points to discuss with, the meeting has been
96 adjourned by the BAC Chairperson thru a motion by Dr. Aquilino T. Milar, Jr.
97 and seconded by Dr. Beatriz C. Luga at 11:30 in the morning.

98

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

100

101 Prepared by:

102 **MARIANNE C. PALOMARES**
103 BAC Secretariat

104
105 Noted by:

106 **CASIANA P. CABERTE PhD, CESE**
107 BAC Chairperson

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