



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**

**January 28, 2022; 10:00 A.M.**

**Office of the Curriculum Implementation Division**  
**DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City**

**I. ATTENDANCE**

Present:

- |  |                             |
|--|-----------------------------|
| 1. Dr. Casiana P. Caberte                | - Chairperson               |
| 2. Dr. Beatriz C. Luga                   | - Vice 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. Nenita J. Incog                   | - Alternate Member          |
| 7. Dr. John Ariel A. Lagura              | - Secretariat Chair         |
| 8. Miss Angeli Faith V. Pascual          | - Secretariat Vice Chair    |
| 9. (Mrs.) Marife C. Rallos               | - Secretariat Member        |
| 10. Mr. Bernadito T. Taguisa             | - Secretariat Member        |
| 11. Miss Marianne C. Palomares           | - Secretariat Member        |
| 12. Miss Lady May P. Karaan              | - Secretariat Member        |
| 13. Engr. Louenie T. Indanao             | - TWG Member                |
| 14. Engr. Jose C. Mariñas III            | - TWG Member                |
| 15. Engr. Junicel T. Mancha              | - TWG Member                |
| 16. (Mrs.) Michelle T. Sagaral CPA, MM   | - TWG Member                |
| 17. (Mrs.) Julie Ann Kristie A. Redillas | - Division Budget Officer   |
| 18. Mr. Kenneth James Canoy              | - Global Copier Trading     |
| 19. Miss Christy Santisas                | - Need Ink Sales & Services |
| 20. Mr. Jefrey T. Famor                  | - Copier Source Enterprises |

Absent:

- |                                |                      |
|--------------------------------|----------------------|
| 1. Dr. Vida A. Encarquez       | - Alternate Member   |
| 2. Mr. Alberto A. Lacang       | - Alternate Member   |
| 3. Mr. Ananias J. Sumaylo      | - Secretariat Member |
| 4. Mr. Christian John L. Capon | - Secretariat Member |
| 5. Mr. Artemio B. Alo LIB, EnP | - TWG Member         |
| 6. Mr. Joseph C. Barrete       | - TWG Member         |





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42 **II. CALL TO ORDER**

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44 The Pre-bidding Conference was called to order by BAC  
45 Chairperson Dr. Casiana P. Caberte as the Presiding Officer at  
46 10:00 o'clock in the morning. It started with a prayer by Dr. Beatriz  
47 C. Luga. The Presiding Officer declared the meeting quorum after a  
48 roll call of the BAC members made by Dr. John Ariel A. Lagura,  
49 Secretariat Vice Chair.

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51 The presence of the prospected bidders from Gobal Copier  
52 Trading represented by Mr. Kenneth James Canoy, from Need Ink  
53 Sales & Services represented by Ms. Christy Santisas, and from  
54 Copier Source Enterprises represented by Mr. Jefrey T. Famor, was  
55 also acknowledged by the Presiding Officer.

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

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60 There was no reading of the previous minutes.

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63 **IV. AGENDA OF THE MEETING**

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65 **A. MAIN AGENDUM**

- 66 1. Supply and Delivery of Toner, Image Drum, Pick Up Roller  
67 and Fusing Assembly of Printers for the Reproduction of  
68 Modules

69  
70 The Pre-bidding Conference was called to order by the Presiding  
71 Officer for the procurement of Printer Toner, Image Drum Pick Up  
72 Roller and Fusing Assembly for the reproduction of modules with  
73 the approved budgets for the contract (ABC) of Php 1,734,466.00  
74 and Php 2,079,000.00.

75  
76 There were three (3) interested prospective bidders present: Gobal  
77 Copier Trading represented by Mr. Kenneth James Canoy, from  
78 Need Ink Sales & Services represented by Ms. Christy Santisas,  
79 and from Copier Source Enterprises represented by Mr. Jefrey T.  
80 Famor.





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82 The Presiding Officer then announced the schedule of the activities  
83 for the said procurement based on the calendar made.  
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85 One of the prospected bidder asked on the brand of machine to be  
86 supplied with the parts needed for procurement, and suggested as  
87 well that additional document such as Certificate of Dealership for  
88 the warranty be submitted by the bidders. The suggestion was well  
89 taken, with Mr. Taguisa, BAC Seretariat, suggested to add to the  
90 Bid Bulletin about the warranty and/or insurance of the products.  
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92 Below is the complete schedule of BAC Activities.  
93

94 Schedule on the Supply and Delivery of Toner, Image Drum, Pick Up  
95 Roller and Fusing Assembly of Printers for the 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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**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 20, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
3	Issuance and availability of Bid Documents	January 20, 2022 to February 10, 2022	DepEd Division of Tagbilaran City, Conference Hall
4	Pre-bid Conference	January 28, 2022 at 10:00 am	DepEd Division of Tagbilaran City, Conference Hall
5	Deadline on Submission of Bid Documents	February 10, 2022 until 08:59 am	DepEd Division of Tagbilaran City, Conference Hall
6	Opening of Bids & Evaluation	February 10, 2022 at 09:00 am	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		
10	Preparation & Signing of Contract		





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11	Issuance of Notice to Proceed		
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**B. OTHER MATTERS**

Before the discussion of other matters, the Presiding Officer Thanked and dismissed the presence of the three (3) interested prospective bidders.

1. Laptop Allocation from the Central Office

Engr. Mariñas informed the body that the laptops that are to be allocated for the Division of City Schools – Tagbilaran City shall be claimed from the Regional Office on February 3, 2022. Mrs. Rallos, as the Division Supply Officer/Property Custodian, shall be the personnel in-charge to claim the said items, who shall be accompanied and assisted the Schools Division Superintendent, Division Budget Officer, Division Administrative Aide IV (Driver), and an additional one (1) male Division Personnel.

Engr. Mariñas further informed that 15 laptops are to be distributed to the Division Office, 4 laptops for Implementing Units, and at least 24 laptops also for all the schools within the City Division.

It was also agreed that a ceremonial turn over shall be done once the laptops are to be distributed.

2. ID Printer

Engr. Mariñas updated that the ID Printer is now ready to be used. He asked though who shall be the signatory for the ID of those Personnel and Teachers from schools. Because there was yet no confirmed provision/guideline on who shall be the signatory, it was agreed that as the head of the Division, the Schools Division Superintendent shall be the authorized signatory of all permanent Personnel of the entire Division, both teaching and non-teaching.





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137 **V. ADJOURNMENT**

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Dr. Beatriz C. Luga Jr. moved to adjourn the meeting and  
it was seconded by Dr. Aquilino T. Milar, Jr. The Conference  
was adjourned at 11:15 A.M.

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Prepared by:

Noted by:

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*Alle*  
**ANGELI FAITH V. PASCUAL**

*Casiana P. Caberte*  
**CASIANA P. CABERTE PhD, CESE**

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BAC Secretariat Vice Chair

BAC Chairperson



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