



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**

**May 20, 2022; 10:15 A.M.**  
**Division Conference Room**  
**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 (virtual)  | - Regular Member                |
| 5. Dr. Aimee T. Amistoso (virtual) | - Regular Member                |
| 6. Dr. Nenita J. Incog             | - Alternate Member              |
| 7. Mr. Alberto A. Lacang           | - Alternate Member              |
| 8. Miss Angeli Faith V. Pascual    | - Secretariat Vice Chair        |
| 9. (Mrs.) Marife C. Rallos         | - Secretariat Member            |
| 10. Mr. Bernadito T. Taguisa       | - Secretariat Member            |
| 11. (Mrs.) Mayflor L. Robles       | - Secretariat Member            |
| 12. Mr. Aldrin M. Pajo             | - Secretariat Member            |
| 13. Engr. Louenie T. Indanao       | - TWG Member                    |
| 14. Engr. Junicel T. Mancha        | - TWG Member                    |
| 15. Mr. Artemio B. Alo LIB, EnP    | - TWG Member                    |
| 16. (Mrs.) Rhodelia B. Tumanda RN  | - Nurse II                      |
| 17. (Ms.) Mary Grace Rose Patindol | - Byro Pharma Corp              |
| 18. (Ms.) Almira Migriño           | - NDM Pharma & Medical Supplies |
| 19. (Ms.) Jimabil Magallano        | - NDM Pharma & Medical Supplies |

Absent:

- |                                       |                      |
|---------------------------------------|----------------------|
| 1. Mr. Joseph C. Barrete              | - Alternate Member   |
| 2. Dr. John Ariel A. Lagura           | - Secretariat Chair  |
| 3. Mr. Christian John L. Capon        | - Secretariat Member |
| 4. Miss Marianne C. Palomares         | - Secretariat Member |
| 5. Miss Lady May P. Karaan            | - Secretariat Member |
| 6. (Mrs.) Michelle T. Sagaral CPA, MM | - TWG Member         |
| 7. Engr. Jose C. Mariñas III          | - 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 10:15 in the morning. It started with a prayer by Dr. Aquilino T.  
47 Milar Jr. The Presiding Officer declared the meeting quorum after a  
48 roll call of the attendance made by Mr. Aldrin M. Pajo, Secretariat  
49 Member.

50  
51 The presence of the prospected bidders from Byro Pharma  
52 Corporation represented by Ms. Mary Grace Rose Patindol, and  
53 from NDM Pharma and Medical Supplies represented by Ms.  
54 Almira Migriño and Ms. Jimabil Magallano, was also acknowledged  
55 by the Presiding Officer.

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

59 There was no reading of the previous minutes.

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61  
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63 **IV. AGENDA OF THE MEETING**

64  
65 **A. MAIN AGENDUM**

- 66 1. Supply and Delivery of Medical Supplies for New Normal Set-  
67 up for Minimum Health Standards for COVID-19

68  
69 The Pre-bidding Conference was called to order by the Presiding  
70 Officer for the procurement of Medical Supplies for New Normal  
71 Set-up for Minimum Health Standards for COVID-19 for the  
72 Division Office and public schools with the approved budget for the  
73 contract (ABC) of Php 3,341,000.00.

74  
75 There were two (2) interested prospective bidders physically  
76 present: Byro Pharma Corporation represented by Ms. Mary Grace  
77 Rose Patindol, and from NDM Pharma and Medical Supplies  
78 represented by Ms. Almira Migriño and Ms. Jimabil Magallano.

79  
80 There were two (2) other interested bidders who were supposed to  
81 virtually join the conference, but were unable to due to lack of  
82 communication.





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83  
84 The Presiding Officer then announced the schedule of the activities  
85 for the said procurement based on the calendar made.

86  
87 Below is the complete schedule of BAC Activities.

88  
89 Schedule on the Supply and Delivery of Medical Supplies for New  
90 Normal Set-up for Minimum Health Standards for COVID-19

ABC	CONTRACT DURATION	PARTICULAR
3,341,000.00	20 calendar days	Medical Supplies

91  
92 **SCHEDULE OF BAC ACTIVITIES**

BAC ACTIVITIES		SCHEDULE	VENUE
1	Pre-Procurement Conference	April 28, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
2	Advertisement/ Posting of ITB	May 11, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
3	Issuance and availability of Bid Documents	May 11, 2022 to June 1, 2022	DepEd Division of Tagbilaran City, Conference Hall
4	Pre-bid Conference	May 20, 2022 at 10:00 am	DepEd Division of Tagbilaran City, Conference Hall
5	Deadline on Submission of Bid Documents	June 1, 2022 until 08:59 a.m.	DepEd Division of Tagbilaran City, Conference Hall
6	Opening of Bids & Evaluation	June 1, 2022 at 09:00 a.m.	DepEd Division of Tagbilaran City, Conference Hall
7	Post Qualification	June 2-3, 2022	DepEd Division of Tagbilaran City, Conference Hall
8	Preparation of Resolution to Award	June 6, 2022	DepEd Division of Tagbilaran City, Conference Hall
9	Issuance of Notice to Award	June 8, 2022	DepEd Division of Tagbilaran City, Conference Hall
10	Preparation & Signing of Contract	June 10, 2022	DepEd Division of Tagbilaran City, Conference Hall
11	Issuance of Notice to Proceed	June 17, 2022	DepEd Division of Tagbilaran City, Conference Hall

93  
94 Both prospective bidders asked some of the specifications of the  
95 items in the list presented in the Invitation to Bid (ITB). Mrs.





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96 Tumanda, who represented the Division medical team, answered  
97 all the queries.  
98

99 Below is the list of medical items needed for procurement:  
100

NO.	DESCRIPTION	QUANTITY
1.	Air Purifier with Hepafilter	14 Pcs.
2.	Standard Infectious yellow trash bin with foot pedal	31 Pcs.
3.	Small to Medium size trash bin with foot pedal	309 Pcs.
4.	Alcohol 70%	320 Gallons
5.	Disinfectant	310 Gallons
6.	K94 Adult Mask	200 Pcs.
7.	Surgical Mask Adult 50 pcs/box	355 Boxes
8.	PPE Level 2 set	310 Pcs.
9.	Clean Gloves small (box of 50 pairs)	242 Boxes
10.	Clean Gloves medium (box of 50 pairs)	302 Boxes
11.	Clean Gloves large (box of 50 pairs)	202 Boxes
12.	Sterile Gloves 6.5 (box of 50 pairs)	1 Box
13.	Sterile Gloves 7.0 (box of 50 pairs)	1 Box
14.	Vaccine carrier bag	2 Pcs.
15.	Syringes 5cc	29 Pcs.
16.	Syringes 3cc	75 Pcs.
17.	Syringes 1cc	30 Pcs.
18.	Digital wrist type BP monitor with Intelliwrap cuff wrap guide	33 Pcs.
19.	Stethoscope for both pedia & Adults	3 Pcs.
20.	GCU portable machine for cholesterol & uric acid test	1 Pc.
21.	GCU cholesterol strips (box of 10)	50 Boxes
22.	GCU uric strips (box of 25)	50 Boxes
23.	Hemoglobin strips (box of 25)	30 Boxes
24.	Lancets (box of 25)	20 Boxes
25.	Adhesive pads (box of 50 pcs)	10 Boxes
26.	1L clinical waste box sharp container	2 Pcs.
27.	Azithromycin 500mg tabs (box of 100)	3 Boxes
28.	Vit. C+Zinc tabs (box of 100)	26 Boxes
29.	Omeprazole 40mg (box of 30 tabs)	15 Boxes
30.	Paracetamol 500mg tab (box of 100)	35 Boxes
31.	Celecoxib 200mg caps	30 Pcs.
32.	Domperidone 19mg tab (pad of 20)	20 Pads
33.	Hyoscine N-butylbromide 10mg tab	50 Pcs.





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34.	Losartan Potassium 50mg tab (box of 100)	10 Boxes
35.	Amlodipine 10mg tab (box of 100)	10 Boxes
36.	Betahistine 16mg (box of 100)	1 Box
37.	Atorvastatine 20mg tab	30 Pcs.
38.	Metformin 500mg tab	30 Pcs.
39.	Cetirizine 10mg tab (box of 100)	5 Boxes
40.	Loratadine 10mg tab	1,300 Pcs.
41.	Vitamin B complex tab (box of 100)	10 Boxes
42.	Allopurinol 100mg tab (box of 100)	2 Boxes
43.	Colchicine 500mg (box of 100)	2 Boxes
44.	Loperamide 2mg cap (box of 100)	2 Boxes
45.	Tranexamic 500mg caps	20 Pcs.
46.	Mupirocin ointment 5g	172 Pcs.
47.	Benzocaine 10mg+Boric acid 50mg+Eucalyptus 15g Burn ointment	220 Pcs.
48.	UVC Sterilization Box (18x12x10 inches)	300 Pcs.
49.	PPE Level 2	300 Pcs.
50.	Kids surgical masks (box of 50 pcs.)	350 Boxes
51.	Thermal gun	300 Pcs.
52.	Nebulizer portable unit	30 Pcs.
53.	Pulse oximeter	30 Pcs.
54.	First-aid kits	30 Pcs.
55.	Gauze 2x2 box	120 Boxes
56.	Gauze 4x4 (sterile)box	120 Boxes
57.	Cotton balls 300 pcs. per pack	72 Pack
58.	Hypoallergenic surgical tape	150 Pcs.
59.	Elastic bandage adult	70 Pcs.
60.	Elastic bandage pedia	120 Pcs.
61.	Captopril 25mg tabs	480 Pcs.
62.	Carbocisteine pedia syrup	150 Bottles
63.	Carbocisteine 500mg caps in (100caps/box)	48 Boxes
64.	Hyoscine N-Butylbromide tabs	1,200 Pcs.
65.	Paracetamol pedia syrups 60ml bottle	480 Bottles
66.	Multivitamins syrup 60ml	180 Bottles
67.	Calamine +zinc oxide lotion 30ml	240 Pcs.
68.	Calmoseptin 3.5g sachet	128 Pcs.
69.	Nebulizer tubing kits (adult)	240 Pcs.
70.	Nebulizer tubing kits (pedia)	270 Pcs.
71.	Salbutamol nebule in box	240 Boxes
72.	Methyl Salicylate Campor +Menthol 100ml	200 Pcs.
73.	Adhesive pads	150 Boxes



**Address:** Dampas District, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph



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74.	Povidone-Iodine solution 60ml	230 Pcs.
75.	Clotrimazole cream	180 Pcs.
76.	Trash bag yellow XL (50pcs./pack)	285 Pack
77.	Hot water compress bag	100 Pcs.
78.	Cold compress bag	100 Pcs.

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The prospective bidders also clarified on some particulars in the documents needed to be complied by a bidder. Mr. Taguisa, BAC Secretariat Member, answered the queries.

Moreover, the prospective bidders were asked to bring samples of all the items during the opening of bids, should they participate.

Furthermore, the prospective bidders were informed by the Presiding Officer that bid documents will be available by May 23, 2022.

**B. OTHER MATTERS**

Before the discussion of other matters, the Presiding Office thanked and dismissed the presence of the two (2) interested prospective bidders.

1. Receipt of Transfer Allotments of Php 1,490,201.42 for the Provision of Learning Resources for SY 2021-2022 under the Basic Education Learning Continuity Plan (BE-LCP) and Php 8,976,508.45 for the Provision of Learning Resources for SY 2022-2023 in the Implementation of Basic Education Learning Continuity Plan (BE-LCP)

As an update arising from the previous BAC meeting, Mrs. Rallos informed that the allotment of Php 1,490,201.42 is yet to be procured, but specific items must be identified in order to proceed with the procurement. However, since the purpose for transfer of the said fund is for the learning resources under the Basic Education Learning Continuity Plan (BE-LCP) for SY 2021-2022, the decision for the expenditures must come from the Curriculum Implementation Division (CID). Specifications will be asked from the said division, and an update is expected on the next meeting.





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136 While for the allotment of Php 8,976,508.45 for the provision of  
137 learning resources for the implementation of Basic Education  
138 Learning Continuity Plan (BE-LCP) for SY 2022-2023, it has been  
139 verified and confirmed that this was the requested fund as a result  
140 of the Early Procurement Activities (EPA) last January 19, 2022.  
141 Hence, there shall be no new procurement needed to be  
142 accomplished.

143  
144 2. Receipt of Sub-allotment Release Order as funding  
145 requirement for Program Support Fund (PSF) for Network  
146 Infrastructure of Division Office with the authorized amount  
147 of Php 1,000,000.00  
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149 The said fund allotment is particularly for the Information and  
150 Communication Technology Equipment of the Division Office, with  
151 the Division Information Technology Officer I, Engr. Jose C.  
152 Mariñas III, as the one in-charge. With his absence from the  
153 meeting, Ms. Pascual stated that Engr. Mariñas has already  
154 initially discussed with her the details of the said allotment prior  
155 this meeting.  
156

157 Ms. Pascual relayed that as per Engr. Mariñas, the said fund  
158 allotment will be used to purchase the Division's Private  
159 Automated Branch Exchange (PABX), which shall serve as the  
160 telephone network inside the premises of the Division Office (DO).  
161 Each office shall have a telephone that will be interconnected to all  
162 other offices/sections in the DO. The Guard on duty shall also be  
163 provided with a line, so that when there will be concerns that  
164 needs the attention of a personnel from the DO, he/she will not  
165 have to leave his/her post anymore. However, Engr. Mariñas will  
166 still have to make a design and canvass for the said project.  
167 Although, as per estimate, the cost for the said project will be less  
168 than a million pesos, hence, it will only be a small value  
169 procurement and shall not anymore undergo a competitive  
170 bidding. As further relayed, should there still be excess from the  
171 said fund allotment after the purchase of the PABX, it will be used  
172 to purchase more Closed-Circuit Television (CCTV) to fill in those  
173 blind spots in the DO. And after both purchases, should there still  
174 be excess, it will be used to purchase additional smoke detectors  
175 to fill in those sections and hallways without such apparatus.  
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177 With these, the Committee is looking forward for the proposal  
178 and/or design from Engr. Mariñas so that allotment will be  
179 obligated.  
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182 **V. ADJOURNMENT**

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184 Dr. Aquilino T. Milar Jr. moved to adjourn the meeting  
185 and it was seconded by Mr. Alberto A. Lacang. The Conference  
186 was adjourned at 11:30 A.M.  
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Prepared by:

Noted by:

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**ANGELI FAITH V. PASCUAL**  
BAC Secretariat Vice Chair

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

