



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**  
**10:00 A.M. February 16, 2023 @ CID Office**

**I. ATTENDANCE**

Present:

- |                                      |                      |
|--------------------------------------|----------------------|
| 1. Dr. Casiana P. Caberte            | - Chairperson        |
| 2. Dr. Beatriz E. Incog              | - Co-Chairperson     |
| 3. Dr. Aimee T. Amistoso             | - Regular Member     |
| 4. Dr. Nenita J. Incog               | - Alternate Member   |
| 5. Dr. John Ariel A. Lagura          | - Secretariat Chair  |
| 6. Ms. Lady May P. Karaan            | - Secretariat Member |
| 7. Mr. Aldrin Pajo                   | - Secretariat Member |
| 8. Mr. Christian John L. Capon       | - Secretariat Member |
| 9. Mrs. Marife C. Rallos             | - Secretariat Member |
| 10. Mr. Bernadito T. Taguisa         | - Secretariat Member |
| 11. Ms. Marianne C. Palomares        | - Secretariat Member |
| 12. Mrs. Michelle T. Sagaral CPA, MM | - TWG Member         |
| 13. Engr. Junicel T. Mancha          | - TWG Member         |
| 14. Engr. Louenie T. Indanao         | - TWG Member         |
| 15. Mr. Artemio B. Alo LIB, EnP      | - TWG Member         |

Absent:

- |                               |                    |
|-------------------------------|--------------------|
| 1. Dr. Aquilino T. Milar, Jr. | - Regular Member   |
| 2. Mr. Alberto A. Lacang      | - Alternate Member |
| 3. Mr. Joseph C. Barrete      | - TWG Member       |

**II. CALL TO ORDER**

The Pre-procurement Conference was called to order at 10:00 A.M by Dr. Casiana P. Caberte as the Presiding Officer. The BAC Presiding Officer declared the meeting quorum after a roll call of the BAC Members.

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

A motion to dispense on the reading of the previous minutes was raised by the presiding officer to give way to the discussion on the Pre-procurement for the Repair and Rehabilitation of School Building at Tagbilaran City Central Elementary School (9 classrooms) and Tagbilaran City Central School – SPED Center (2 classrooms).



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**IV. AGENDA OF THE MEETING**  
**A. MAIN AGENDA**

**1. Pre-procurement for the Repair and Rehabilitation of School Building at Tagbilaran City Central Elementary School (9 classrooms) and Tagbilaran City Central School – SPED Center (2 classrooms).**

**2. Other Matters**

The Presiding Officer read the approved ABC of (3,599,988.45) with a duration of 120 calendar days (4 mos.) and for the Repair and Rehabilitation of School Building at Tagbilaran City Central Elementary School (9 classrooms) and approved ABC of (899,752.38) with a duration of 90 calendar days (4 mos.) for the Repair and Rehabilitation of School Building at Tagbilaran City Central School – SPED Center (2 classrooms).

It was agreed that the structural design must be strengthened and that the design and criteria are to be enhanced. Also, it was requested that the floor area are to be filled –up and to elevate the floor to prevent from flooding. This is based on the quick response fund and on the GAA. Moreover, the Resolution to Award will be signed by the BAC Members and the Notice to Proceed will have the initial signature of Dr. Caberte and signed by our SDS Dr. Joseph Irwin Lagura.

The schedule for the upcoming BAC Activities are reflected below:

BAC ACTIVITIES	SCHEDULE	VENUE
Advertisement/Posting of ITB	February 24, 2023	DepEd, Tagbilaran City Division
Pre-bid Conference	March 6, 2023 10:00AM	DepEd, Tagbilaran City Division
Deadline on Submission of Bid Documents	March 17, 2023 until 8:59 AM	DepEd, Tagbilaran City Division
Opening of bids and Evaluation	March 17, 2023 at 9AM	DepEd, Tagbilaran City Division
Post-Qualification	March 20, 2023	DepEd, Tagbilaran City Division
Issuance of notice of Award	March 22, 2023	DepEd, Tagbilaran City Division

**B. OTHER MATTERS**

The target date of APCPI is on the last week of March 2023.



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**V. ADJOURNMENT**

As there were no more points to discuss with, the motion to adjourn the meeting was done by Dr. Aimee Amistoso, duly seconded by Dr. Beatriz Incog at 11:30 AM. The Presiding Officer declared the meeting adjourned.

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

Prepared by:

**MARIANNE C. PALOMARES**  
BAC Secretariat

Noted by:

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



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