



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 and Pre-procurement Conference**  
**10:00 A.M., March 6, 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. Aquilino T. Milar, Jr.      | - Regular Member                         |
| 5. Dr. Nenita J. Incog             | - Alternate Member                       |
| 6. Mr. Alberto A. Lacang           | - Alternate Member                       |
| 7. Engr. Louenie T. Indanao        | - TWG Member                             |
| 8. Mr. Artemio B. Alo JD, EnP      | - TWG Member                             |
| 9. Mr. Joseph C. Barrete           | - TWG Member                             |
| 10. Dr. John Ariel A. Lagura       | - Secretariat Chair                      |
| 11. Ms. Angeli Faith V. Pascual    | - Secretariat V-Chair                    |
| 12. Mr. Aldrin M. Pajo             | - Secretariat Member                     |
| 13. Ms. Marianne C. Palomares      | - Secretariat Member                     |
| 14. Mrs. Concepcion I. Gallentes   | - TCCES School Principal (Observer)      |
| 15. Ms. Maria Christine C. Fudolig | - C. Jansen Const. & Gen. Mdse. (Bidder) |
| 16. Mr. Julius Abucejo             | - Maconark Builders Inc. (Bidder)        |
| 17. Mr. Bernard Pahang             | - Barcode Corp. - Pres                   |
| 18. Cristopher Clark Omasas        | - Dolci Construction                     |

**Absent:**

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Mr. Christian John L. Capon     | - Secretariat Member |
| 2. Mrs. Marife C. Rallos           | - Secretariat Member |
| 3. Ms. Lady May P. Karaan          | - Secretariat Member |
| 4. Mr. Bernadito T. Taguisa        | - Secretariat Member |
| 5. Mrs. Michelle T. Sagara CPA, MM | - TWG Member         |
| 6. Engr. Jose C. Marinas III       | - TWG Member         |
| 7. Engr. Juniel T. Mancha          | - TWG 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. Aquilino Milar Jr. The BAC Presiding Officer declared the meeting quorum after the attendance was checked.

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

There was a reading review and approval of the previous minutes of the Pre-Procurement Activity conducted last February 16, 2023, with the agenda entitled 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), done by the Secretariat Chair Dr. John Ariel Lagura.







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**IV. AGENDA OF THE MEETING**

**A. MAIN AGENDA**

**1. Pre-bidding conference on 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. Pre-procurement Conference on the Proposed Construction of One (1) Storey-Three (3) Classrooms and one (1) Storey, One (1) Classrooms School Building with Toilet at Tagbilaran City Central Elementary School.**

**3. Other matters.**

The Pre-bidding Conference was called to order by the Presiding Officer 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).

There was a presentation of the bidders who are present during the Pre-bidding Conference. There are four interested prospective bidders attended during the pre-bidding conference namely: the Bohol Arch Construction and Development-(BARCODE) Corp., Dolci Construction, C. Jansen Construction and General Merchandise, and Maconark Builders Inc.

Engr. Louenie Indanao took over for the provision of the structural design at the repair and rehabilitation of the school building, it was stated that the 9 classrooms for repair and rehabilitation is located at Gabaldon Building at Tagbilaran City Central Elementary School and at the KOICA Building for SPED Classrooms, the repair includes roofing, ceiling, painting, and electrical repair.

Moreover, there is a pre-procurement on the proposed one storey building with three classrooms and one storey building with one classroom with toilet attached to the building but it will be placed outside the classroom. The new model of the building are to have steel trusses.

Below are the schedule of activities for the proposed construction of the building.

**Proposed Construction of One (1) Storey-Three (3) Classrooms and One (1) Storey One (1) Classroom School Building (with Toilet) at Tagbilaran City Central Elementary School**

ABC	CONTRACT DURATION	PARTICULAR
16, 998, 892.02	150 Calendar days	One(1) Storey Three (3) Classrooms
		One(1) Storey One (1) Classroom

**SCHEDULE OF BAC ACTIVITIES**

	BAC ACTIVITIES	SCHEDULE	VENUE
1	Pre-procurement Conference	March 6, 2023	DepEd Division of Tagbilaran City CID Office
2	Advertisement/ Posting of ITB	March 10, 2023	DepEd Division of Tagbilaran City – BAC Bulletin
3	Issuance and availability of Bid Documents	March 10-31, 2023	DepEd Division of Tagbilaran City
4	Pre-bid Conference	March 20, 2023 at 10:00 AM	DepEd Division of Tagbilaran City







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5	Site Inspection	March 21, 2023	DepEd Division of Tagbilaran City
6	Deadline on Submission of Bid Documents	March 31, 2023 until 8:59 AM	DepEd Division of Tagbilaran City
	Opening of Bids and Evaluation	March 31, 2023 until 9:00 AM	DepEd Division of Tagbilaran City
6	Bid Evaluation	April 3, 2023	DepEd Division of Tagbilaran City
7	Post Qualification	April 4, 2023	DepEd Division of Tagbilaran City
8	Preparation of Resolution to Award	April 5, 2023	DepEd Division of Tagbilaran City
9	Issuance of Notice of Award	April 10, 2023	DepEd Division of Tagbilaran City
10	Preparation & Signing of Contract	April 14, 2023	DepEd Division of Tagbilaran City
11	Issuance of Notice to Proceed	April 20, 2023	DepEd Division of Tagbilaran City

**Proposed Repair and Rehabilitation of School Building at Tagbilaran City Central Elementary School (9 classrooms) and Tagbilaran City Central School – SPED Center (2 classrooms).**

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

**V. ADJOURNMENT**

As there were no more points to discuss with, the meeting has been adjourned by the BAC Chairperson thru a motion by Dr. Aquilino T. Milar, Jr. and seconded by Dr. Nenita J. Incog at 11:00 in the morning.

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

