



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**

**Opening of Bids**

**9:00 A.M., June 1, 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. Beatriz E. Incog             | - 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. Ms. Angeli Faith V. Pascual     | - Secretariat V-Chair        |
| 16. Mr. Christian John L. Capon     | - Secretariat Member         |
| 17. Mr. Aldrin M. Pajo              | - Secretariat Member         |
| 18. Ms. Mayflor L. Robles           | - Secretariat Member         |
| 19. Ms. Lady May P. Karaan          | - Secretariat Member         |
| 20. Mr. Bernadito T. Taguisa        | - Secretariat Member         |
| 21. Ms. Marianne C. Palomares       | - Secretariat Member         |
| 22. Merlyn Panimdim                 | - Byro Pharma Corp.          |
| 23. Jim Magallano                   | - NDM Pharma & Med. Supplies |
| 24. Almira Migrño                   | - NDM Pharma & Med. Supplies |

Absent:

- |                                     |                             |
|-------------------------------------|-----------------------------|
| 1. Mrs. Michelle T. Sagaral CPA, MM | - TWG Member                |
| 2. Mrs. Marife C. Rallos            | - Secretariat Member        |
| 3. Dr. Aquilino T. Milar, Jr.       | - Regular Member (On-leave) |

**II. CALL TO ORDER**

The Opening of Bids was called to order at 9:00 A.M. by the Presiding Officer, Dr. Casiana P. Caberte. It started with a prayer led by Dr. Beatriz C. Luga. The BAC Presiding Officer declared the meeting quorum after a roll call of the BAC Members.





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**III. CLOSING OF RECEIPT OF BID DOCUMENTS**

The box which contains the bid documents was closed at 8:59 in the morning with the presence of the Bids and Awards Committee and representatives from the Byro Pharma Corp. and NDM Pharma & Med. Supplies.

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

A motion to dispense on the reading of the previous minutes was raised to give way to the main agendum of the meeting.

**V. AGENDA OF THE MEETING**

**A. Opening of Bids:**

1. For the Provision of New Normal Set-up for Minimum Health Standards for COVID-19 for the Division Office proper and Public Schools.

**VI. OPENING OF BIDS**

The Presiding Officer acknowledged the presence of the interested bidders. The opening of Bids for the Provision of New Normal Set-up for Minimum Health Standards for COVID-19 for the Division Office proper and Public Schools with (ABC 3,341,000.00).

The bidders dropped their bidding documents as soon as they arrived in the office. There was a control in dropping of the bidders' (technical and financial) bidding documents. The Presiding Officer requested to start with the checking of the bidders' documents. After the BAC Members examined the bid documents submitted. It was declared that the NDM Pharma & Medical Supplies and the Byro Pharma Corporation were all eligible for the supply and delivery of A4 bondpapers. The BAC Members then filled-up the form of Abstract of Bid as Calculated and as Read. Each bidder presented their samples of their products for the masks, vitamins with zinc (ascorbic acid + zinc), Omeprazole (xoprazole plus), Calmoseptine Ointment, and Calamine + Zinc Oxide (Dermaidcal).

The Presiding Officer declared that the NDM Pharma & Medical Supplies represented by Ms. Jim Magallano and Ms. Almira Migrño is the lowest and responsive bidder for the Supply and Delivery of Medical Supplies for the New Normal Set-up for Minimum Health Standards for COVID-19 for the Division Office proper and Public Schools. After the declaration of the winning bidder, the Presiding Officer then excused the bidders from the BAC meeting.





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**VII. OTHERS**

**SUPPLY AND DELIVERY OF TONER, IMAGE DRUM, & FUSING ASSEMBLY  
FOR REPRODUCTION OF MODULES**

ABC	CONTRACT DURATION	PARTICULAR
1, 490, 201.42	20 Calendar Days	Toner, Image Drum & Fusing Assembly
Global Copier Trading	BSD	
SCHEDULE OF BAC ACTIVITIES		
BAC ACTIVITIES	SCHEDULE	VENUE
Pre-Procurement Conference	May 20, 2022	
Advertisement/Posting of ITB	June 8, 2022	BAC Bulletin
Issuance & Availability of Bid Docs	June 8-30, 2022	Division of Tagbilaran City, Conference Hall
Pre-Bid Conference	June 17, 2022	Division of Tagbilaran City, Conference Hall
Deadline on Submission of Bid Docs	June 30, 2022 until 8:59 A.M.	Division of Tagbilaran City, Conference Hall
Opening of Bids & Evaluation	June 30, 2022 9:00 A.M.	Division of Tagbilaran City, Conference Hall
Post qualification	July 4, 2022	Division of Tagbilaran City, Conference Hall
Preparation of Resolution to Award	July 5, 2022	Division of Tagbilaran City, Conference Hall
Issuance of Notice of Award	July 6, 2022	Division of Tagbilaran City, Conference Hall
Preparation & Signing of Contract	July 7, 2022	Division of Tagbilaran City, Conference Hall
Issuance of Notice to Proceed	July 15, 2022	Division of Tagbilaran City, Conference Hall

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**VIII. ADJOURNMENT**

108 As there were no more points to discuss, the meeting has been adjourned  
109 at exactly 12:00 noon.

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

112 Prepared by:

113 **MARIANNE C. PALOMARES**  
114 BAC Secretariat

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116 Noted by:

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