



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**

June 17, 2022; 10:00 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. Beatriz E. Incog | - Regular Member |
| 4. Dr. Aimee T. Amistoso | - Regular Member |
| 5. Dr. Nenita J. Incog | - Alternate Member |
| 6. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 7. (Mrs.) Marife C. Rallos | - Secretariat Member |
| 8. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 9. (Mrs.) Mayflor L. Robles | - Secretariat Member |
| 10. Mr. Aldrin M. Pajo | - Secretariat Member |
| 11. Miss Lady May P. Karaan | - Secretariat Member |
| 12. Engr. Junicel T. Mancha | - TWG Member |
| 13. Mr. Artemio B. Alo EnP, JD | - TWG Member |
| 14. Atty. Katrina B. Ora JD | - TWG Member |
| 15. Mr. Greeg Lumantas | - Global Copier Trading |

Absent:

- | | |
|---|--------------------------|
| 1. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member |
| 2. Mr. Alberto A. Lacang | - Alternate Member |
| 3. Mr. Joseph C. Barrete | - Alternate Member |
| 4. Miss Angeli Faith V. Pascual | - Secretariat Vice Chair |
| 5. Mr. Christian John L. Capon | - Secretariat Member |
| 6. Miss Marianne C. Palomares | - Secretariat Member |
| 7. Engr. Louenie T. Indanao | - TWG Member |
| 8. (Mrs.) Michelle T. Sagaral CPA, MM | - TWG Member |
| 9. 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 10:03 in the morning. It started with a prayer by Dr. Beatriz C.
47 Luga. The Presiding Officer declared the meeting quorum after the
48 checking of attendance by Dr. John Ariel A. Lagura, Secretariat
49 Chair.

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51 The presence of the prospective bidder, Mr. Greeg Lumantas from
52 Global Copier Trading was also acknowledged by the Presiding
53 Officer.

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

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58 There was no reading of the previous minutes.

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61 **IV. AGENDA OF THE MEETING**

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63 **A. MAIN AGENDUM**

- 64 1. Supply and Delivery of Toner, Image Drum and Fusing
65 Assembly for Reproduction of Modules

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67 The Pre-bidding Conference was called to order by the Presiding
68 Officer for the procurement of Toner, Image Drum and Fusing
69 Assembly for Reproduction of Modules with the approved budget
70 for the contract (ABC) of Php 1,490,201.42.

71
72 There was only one (1) interested prospective bidder physically
73 present: Global Copier Trading represented by Mr. Greeg
74 Lumantas.

75
76 The Presiding Officer presented to the prospective bidder additional
77 requirements issued via Bid Bulletin No. 2022-003 as follows:

- 78
79 a. The participating bidder is responsible for the installation of
80 10 units of Image Drum and 10 units of Fusing Assembly
81 free of charge;





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- 82 b. The participating bidder must have a branch office in
83 Tagbilaran City and must have a stand-by technician to
84 provide free technical services as the need arises;
85 c. The participating bidder is obliged to replace immediately
86 goods which have factory defects.
87

88 The Presiding Officer asked the prospective bidder present for any
89 clarification about the items and confirmed the bidder's business
90 address in the city.
91

92 Mr. Bernadito Taguisa, Secretariat Member, reminded the bidder
93 the availability of the Bid Documents.
94

95 The Presiding Officer then announced the schedule of the activities
96 for the said procurement based on the calendar made.
97

98 Below is the complete schedule of BAC Activities.
99

100 Schedule on the Supply and Delivery of Toner, Image Drum and
101 Fusing Assembly for Reproduction of Modules

ABC	CONTRACT DURATION	PARTICULAR
1,490,204.42	20 calendar days	Toner, Image Drum and Fusing Assembly

102 **SCHEDULE OF BAC ACTIVITIES**
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BAC ACTIVITIES		SCHEDULE	VENUE
1	Pre-Procurement Conference	May 20, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
2	Advertisement/ Posting of ITB	June 8, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
3	Issuance and availability of Bid Documents	June 8-30, 2022	DepEd Division of Tagbilaran City, Conference Hall
4	Pre-bid Conference	June 17, 2022	DepEd Division of Tagbilaran City, Conference Hall
5	Deadline on Submission of Bid Documents	June 30, 2022 until 8:59 A.M.	DepEd Division of Tagbilaran City, Conference Hall
6	Opening of Bids & Evaluation	June 30, 2022 @ 9:00 A.M.	DepEd Division of Tagbilaran City, Conference Hall
7	Post Qualification	July 4, 2022	DepEd Division of Tagbilaran City, Conference Hall





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8	Preparation of Resolution to Award	July 5, 2022	DepEd Division of Tagbilaran City, Conference Hall
9	Issuance of Notice to Award	July 6, 2022	DepEd Division of Tagbilaran City, Conference Hall
10	Preparation & Signing of Contract	July 7, 2022	DepEd Division of Tagbilaran City, Conference Hall
11	Issuance of Notice to Proceed	July 15, 2022	DepEd Division of Tagbilaran City, Conference Hall

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B. OTHER MATTERS

Before the discussion of other matters, the Presiding Officer thanked and dismissed the presence of the interested prospective bidder.

1. There is already a need to expand the building due to the growing population in the Division Office. But because of the unavailability of funds to realize such need, a negotiation has to be made with the LGU.

For the meantime, rearrangement of offices is planned. The Cashiering Office will be transferred in the area occupied by the Administrative Office, while the latter will transfer to the second floor in the area occupied by the Personnel Section. In effect, the Personnel Section is to share the same area with the Records Section, but partitions will be set-up to separate the said sections.

Because the Conference Room will then be fully occupied by the Records and Personnel Sections, a new one needs to be built in an area in the Library Hub located in front of City East Elementary School.

2. NDM Pharma and Medical Supplies, the winning bidder on the Supply and Delivery of Medical Supplies for the New Normal Set-up for Minimum Health Standards, submitted a Performance Security Declaration (PSD) only instead of Cash Bond, Surety Bond, etc. as performance security. Accordingly, this is because they are trying to maximize their available funds.





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138 This is the first time that a winning bidder submitted such
139 document. But strictly, a bidder must pay cash as
140 performance security. Because of this, the BAC had a
141 deliberation on the matter.

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143 The Presiding Officer asked the decision of each Member on
144 whether to grant or deny the supplier's request. Dr. Beatriz
145 C. Luga, Dr. Aimee T. Amistoso, Dr. Beatriz E. Incog, and the
146 Presiding Officer herself, Dr. Casiana P. Caberte decided not
147 to grant the bidder's request. The majority have already
148 foreseen the risks it will cost in the delivery of the items with
149 a contract budget of P 3,341,000.00. However, it has been
150 agreed that they be given three (3) days to comply the
151 payment of the performance security. Mr. Bernadito Taguisa
152 was then asked to call the winning bidder to inform of the
153 BAC decision, but they are unreachable at the moment.

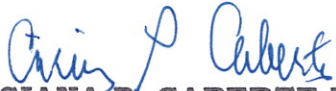
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156 **V. ADJOURNMENT**

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158 Dr. Beatriz E. Incog moved to adjourn the meeting and it was
159 seconded by Mr. Alberto A. Lacang. The Conference was
160 adjourned at 10:49 A.M.

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163 Prepared by:

Noted by:

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166 **ALDRIN M. PAJO**
167 BAC Secretariat
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CASIANA P. CABERTE PhD, CESE
BAC Chairperson

