



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**

August 11, 2022; 08:40 A.M.

Division Conference Hall

DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|---------------------------------|--------------------------|
| 1. Dr. Casiana P. Caberte | - Chairperson |
| 2. Dr. Beatriz E. Incog | - Regular Member |
| 3. Dr. Aimee T. Amistoso | - Regular Member |
| 4. Dr. Nenita J. Incog | - Alternate Member |
| 5. Mr. Alberto A. Lacang | - Alternate Member |
| 6. Mr. Joseph C. Barrete | - Alternate Member |
| 7. Miss Angeli Faith V. Pascual | - Secretariat Vice Chair |
| 8. Mr. Bernadito T. Taguisa | - Secretariat Member |
| 9. Engr. Louenie T. Indanao | - TWG Member |
| 10. Engr. Junicel T. Mancha | - TWG Member |
| 11. Mr. Artemio B. Alo LIB, EnP | - TWG Member |
| 12. Atty. Katrina B. Ora | - TWG Member |
| 13. Ptr. Efren P. Ortiz | - Observer, FPTA |
| 14. (Ms.) Jocelyn A. Bulawin | - Bohol Tropics Resort |

Absent:

- | | |
|---------------------------------------|----------------------------|
| 1. Dr. Aquilino T. Milar Jr. | -Regular Member (on leave) |
| 2. Dr. John Ariel A. Lagura | - Secretariat Chair |
| 3. (Mrs.) Marife C. Rallos | - Secretariat Member |
| 4. (Mrs.) Mayflor L. Robles | - Secretariat Member |
| 5. Mr. Aldrin M. Pajo | - Secretariat Member |
| 6. Mr. Christian John L. Capon | - Secretariat Member |
| 7. Miss Marianne C. Palomares | - Secretariat Member |
| 8. Miss Lady May P. Karaan | - Secretariat Member |
| 9. (Mrs.) Michelle T. Sagaral CPA, MM | - TWG Member |
| 10. Engr. Jose C. Mariñas III | - TWG Member |





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DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

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43 **II. CALL TO ORDER**
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45 The Conference was called to order by BAC Chairperson Dr.
46 Casiana P. Caberte as the Presiding Officer at 08:40 in the
47 morning. It started with a prayer by Dr. Beatriz E. Incog. The
48 Presiding Officer declared the meeting quorum after a roll call of
49 the attendance made by Miss Angeli Faith V. Pascual, Secretariat
50 Vice Chair.
51

52 The presences of the observer from the Federated Parent-
53 Teacher Association (FPTA) represented by Ptr. Efren P. Ortiz and
54 the prospective bidder from Bohol Tropics Resort represented by
55 Ms. Jocelyn A. Bulawin were also acknowledged by the Presiding
56 Officer.
57

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59 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**
60

61 There was no reading of the previous minutes.
62

63
64 **IV. AGENDA OF THE MEETING**
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66 **A. MAIN AGENDUM**

- 67 1. Pre-bidding on the Supply of Food, Room Accommodation,
68 Function Hall, LCD Projector and White Board for the
69 conduct of the Program Implementation Review (PIR)
70

71 The Pre-bidding Conference was called to order by the Presiding
72 Officer for the procurement on the Supply of Food, Room
73 Accommodation, Function Hall, LCD Projector and White Board for
74 the conduct of the Program Implementation Review (PIR) with
75 Curriculum and Learning Management Division (CLMD) and
76 Curriculum Implementation Division (CID) Chiefs on Teaching and
77 Learning Division's (TLD) Programs and Projects with the approved
78 budget for the contract (ABC) of Php 1,685,100.00.
79

80 There was only one (1) interested prospective bidder physically
81 present: Bohol Tropics Resort represented by Ms. Jocelyn A.
82 Bulawin.





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

Below is the complete schedule of BAC Activities.

Schedule on the Supply of Foods, Room Accommodation, Function Hall, Sound System, LCD Projector and White Board

ABC	CONTRACT DURATION	PARTICULAR
1,685,100.00	September 12-15, 2022	Conduct of the Program Implementation Review with CLMD and CID Chiefs for 274 pax

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94
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SCHEDULE OF BAC ACTIVITIES

BAC ACTIVITIES		SCHEDULE	VENUE
1	Advertisement/ Posting of ITB	August 3, 2022	DepEd Division of Tagbilaran City, BAC Bulletin and Other Public Conspicuous Places
2	Issuance and availability of Bid Documents	August 3 -24, 2022	DepEd Division of Tagbilaran City, Conference Hall
3	Pre-bid Conference	August 11, 2022	DepEd Division of Tagbilaran City, Conference Hall
4	Receipt and Opening of Bids	August 24, 2022 until 8:59 am (receipt) and at 9:00 am (opening)	DepEd Division of Tagbilaran City, Conference Hall
5	Bid Evaluation	August 25, 2022	DepEd Division of Tagbilaran City, Conference Hall
6	Post Qualification	August 26, 2022	DepEd Division of Tagbilaran City, Conference Hall
7	Preparation of Resolution to Award	August 29, 2022	DepEd Division of Tagbilaran City, Conference Hall
8	Issuance of Notice to Award	August 30, 2022	DepEd Division of Tagbilaran City, Conference Hall
9	Preparation & Signing of Contract	August 31, 2022	DepEd Division of Tagbilaran City, Conference Hall
10	Issuance of Notice to Proceed	September 8, 2022	DepEd Division of Tagbilaran City, Conference Hall

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Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

97 Moreover, no pre-procurement conference was done because the
98 specifications and details of the said activity was based on the
99 communication from the Office of the Director of DepEd Bureau of
100 Learning Delivery dated July 18, 2022 as herewith attached as
101 reference.

102
103
104 **B. OTHER MATTERS**

- 105
106 1. Procurement for the Supply and Delivery of Parts and
107 Consumables of OKI Machines with budget amounting to
108 Php 1,583,442.00
109

110 It has been agreed by the Committee that instead of procuring the
111 whole budget for OKI machines, the fund shall be distributed
112 instead to cover expenses in purchasing materials for the Learning
113 Resources Management and Development System (LRMDS), and
114 inks both for Fuji (APV4020) machines and OKI (ES5262) machines
115 of the schools. This is anchored from the sentiments coming from
116 the schools that it is not much needed to purchase inks for the OKI
117 machines alone. Arising from this, no competitive bidding shall
118 happen then.
119

120 From the budget of Php 1,583,442.00, 56 units of external hard
121 drives are to be purchased for LRMDS amounting to Php
122 228,200.00, which shall be distributed to the schools and to some
123 of the personnel in the Division Office. Another procurement
124 estimating to Php 968,000.000 shall be spent for the toner, drum,
125 and fuser assembly of Fuji (APV4020) machines of the schools.
126 While another procurement for the OKI (ES5262) machines with an
127 estimate amount of Php 385,880.00 shall be used to purchase
128 toners and drums.
129

- 130
131 2. Procurement of the excess funds from bidding activities with
132 budget amounting to Php 1,804,635.72
133

134 As an Audit Observation Memorandum (AOM) of the Commission
135 on Audit (COA), it has been found that there were excesses of the
136 funds from the completed biddings in the Division which still need
137 to be procured. It has been computed that there is a total excess of





Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

138 Php 1,804,635.72. It was then agreed by the Committee that the
139 procurement must be for module reproduction, but instead of bond
140 papers, inks and computer sets shall be purchased.

141
142 All schools within the Division of City Schools – Tagbilaran City
143 needs to be distributed with inks of their Epson and HP printers for
144 module reproduction. The procurement for the purchase of such
145 shall estimate to Php 863,000.00. No competitive shall take place
146 then.

147
148 Another procurement with an estimate of Php 821,000.00 shall be
149 used to purchase sets of desktop computers, one for each school.
150 The said units shall also be used in the reproduction of modules.
151 No competitive bidding shall also take place.

152
153
154 **3. Designation of BAC Vice Chairperson**

155
156 It has been agreed by the Committee as suggested by the BAC
157 Chair to designate Dr. Beatriz E. Incog as temporary Vice Chair of
158 the Division Bids and Awards Committee which has been left open
159 due to retirement.

160
161 While Dr. Incog shall seat as the Vice Chair of the Committee, her
162 duties and function as Regular Member shall be assumed by her
163 Alternate, Mr. Alberto A. Lacang.

164
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166 **4. Development of other structures**

167
168 Engr. Louenie T. Indanao has already made a Program of Work
169 (POW) for the repair of the fence of the Library Hub with budget
170 from the SEF. Engr. Junicel T. Mancha further said that the
171 perimeter for the fencing needs to be surveyed first. It was then
172 suggested by Mr. Joseph C. Barrete that if the surveyance of the
173 perimeter and repair of the fencing will start, maybe the Contractor
174 may also include the development of the premise's parking area.

175
176 Mrs. Marife C. Rallos raised the matter on the renovation of the
177 Cashier's Office of the Division. Engr. Indanao and Engr. Mancha





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REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

178 were then tasked by Dr. Caberte to make the necessary proposal
179 and/or POW for such.
180

181

182 **V. ADJOURNMENT**
183

184 Mr. Joseph C. Barrete moved to adjourn the meeting and it
185 was seconded by Dr. Aimee T. Amistoso. The conference was
186 adjourned at 09:43 A.M.
187

188

189 Prepared by:

Noted by:

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193 **ANGELI FAITH V. PASCUAL**

194 BAC Secretariat Vice Chair



CASIANA P. CABERTE PhD, CESE
BAC Chairperson





Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

Office of the Director

July 18, 2022

JOSEPH IRWIN A. LAGURA
Schools Division Superintendent
DepEd Division of Tagbilaran City

Dear **Dr. Lagura**:

Good day!

We are pleased to inform you that the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD) will conduct the Program Implementation Review with CLMD and CID Chiefs on August 30 – September 2, 2022.

In this regard, may we request the Schools Division of Tagbilaran City to facilitate the procurement of the venue for the said activity.

Should you accept the hosting of the activities, the DepEd Central Office, through the Budget Division, will download funds amounting to **One Million Six Hundred Eighty Five Thousand One Hundred Pesos (PhP 1,685,100.00)** for the payment of board and lodging for the **274** participants from the different regions and BLD-TLD personnel, including the rental of function rooms, supplies and materials for the said activities.

We are looking forward to your positive response to this request.

Thank you very much for your continued support and cooperation.

Very truly yours,


LEILA P. AREOLA
Director IV



Republic of the Philippines
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BUREAU OF LEARNING DELIVERY

Program Implementation Review with CLMD & CID Chiefs

I. Activity Title:

Activities	Date of Implementation	No. of Participants
Program Implementation Review with CLMD & CID Chiefs	August 30 – September 2, 2022	274

II. SPECIFICATIONS

A. VENUE

Venue must be within Tagbilaran City.

B. SESSION HALL

With the following specifications:

1. Should have a good sound system with at least four (4) wireless microphones with an operator who will assist the team for the entire duration of the workshop.
2. The capacity of the session hall should accommodate participants that follows social distancing guidelines.
3. Availability of the following:
 - a. Effective and efficient internet connection that will address the needs of all workshop participants.
 - b. Two (2) LCD Projectors for the function hall
 - c. Extension cords
 - d. Functional air condition unit

C. TRANSPORTATION SERVICE

1. First Day – From the Central Office to venue for equipment, supplies & selected Central office personnel.
2. Last Day – From Venue to Central Office to transport equipment, supplies and selected Central Office personnel.

D. ROOM ACCOMMODATION

1. Each room for maximum of Triple Sharing (Participants/ Central Office Personnel)
2. Single room (for the Bureau Directors & Division Chief)
3. Single room (for each Resource Person)

E. FOOD

1. The Menu for the entire duration of the workshop will be finalized upon approval of the Central Office coordinator.

First Meal – Lunch (for the 1st day)

Last Meal – AM Snacks (for the last day)

2. Packed Meals for the participants who need to leave ahead of time. These will be given to those who will depart earlier.
3. Free flowing coffee, tea and milo in sachet

F. OTHER CONCERNS

1. Available in-house nurse/medic when needed.
2. Supplies & Materials for the Face-to-Face participants (please see Attachment A, included in the budget to be downloaded)

G. SAFETY PROTOCOLS

1. The venue should follow the IATF Safety Protocol Guidelines.
2. Alcohol must be in the areas that can easily be accessed by the participants.

Attachment A:

Program Implementation Review with CLMD & CID Chiefs

Item Specification	Unit of Measure	Unit Price	Quantity	Amount
ALCOHOL, Ethyl, 68%-72%, 200 ml	bottle	66.56	274	18,237.44
SIGN PEN, black	piece	20.26	274	5,551.24
SURGICAL MASK, 3 ply	piece	1.55	1096	1,698.80
NOTEBOOK, stenographer	piece	12.04	274	3,298.96
Ink Cartridge, HP F6V27AA (HP680) Black	Cart	405.60	10	4,056.00
Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	405.60	10	4,056.00
ENVELOPE, expanding, kraft, legal	box	738.40	2	1,476.80
Specialty Paper	pack	35.00	30	1,050.00
PAPER, MULTICOPY, Legal, 80gsm	ream	127.71	10	1,277.10
		TOTAL		Php 40,702.34