



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

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**BIDS AND AWARDS COMMITTEE (BAC)  
MINUTES OF THE MEETING**

**Pre-Bidding Conference  
July 28, 2023; 10:00 A.M.  
Division Conference Room  
DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City**

**I. ATTENDANCE**

Present:

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Mr. Ernesto Q. Alas-as Jr. CESE | - Chairperson            |
| 2. Dr. John Ariel A. Lagura        | - Vice Chairperson       |
| 3. Dr. Beatriz E. Incog            | - Regular Member         |
| 4. Dr. Nenita J. Incog             | - Regular Member         |
| 5. Dr. Ma. Antonette P. Dugang     | - Alternate Member       |
| 6. Mr. Joseph C. Barrete           | - Alternate Member       |
| 7. Miss Angeli Faith V. Pascual    | - Secretariat Chair      |
| 8. Mr. Bernadito T. Taguisa        | - Secretariat Vice Chair |
| 9. Miss Lady May P. Karaan         | - Secretariat Member     |
| 10. Engr. Junicel T. Mancha        | - TWG Member             |

Absent:

- |                                |                      |
|--------------------------------|----------------------|
| 1. Dr. Aquilino T. Milar Jr.   | - Regular Member     |
| 2. Dr. Aimee T. Amistoso       | - Regular Member     |
| 3. Mr. Alberto A. Lacang       | - Alternate Member   |
| 4. (Mrs.) Marife C. Rallos     | - Secretariat Member |
| 5. Mr. Christian John L. Capon | - Secretariat Member |
| 6. Mr. Aldrin M. Pajo          | - Secretariat Member |
| 7. (Mrs.) Elaine C. Centino    | - Secretariat Member |
| 8. Engr. Louenie T. Indanao    | - TWG Member         |
| 9. Mr. Artemio B. Alo LIB, EnP | - TWG Member         |
| 10. Engr. Jose C. Mariñas III  | - TWG Member         |

**II. CALL TO ORDER**

The Conference was called to order by the Bids and Awards Committee (BAC) Chairperson Mr. Ernesto Q. Alas-as Jr. as the Presiding Officer at 10:00 in the morning. It started with a prayer by Mr. Joseph Barrete. The Presiding Officer declared the meeting





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43 quorum after a roll call of the attendance made by Lady May  
44 Karaan, Secretariat Member.

45  
46  
47 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

48  
49 The reading of the previous minutes was dispensed as moved by  
50 Mr. Joseph Barrete and seconded by Dr. John Ariel Lagura.

51  
52  
53 **IV. AGENDA OF THE MEETING**

54  
55 **A. MAIN AGENDUM**

- 56 1. Pre-bidding on the Supply of Foods, Room Accommodation,  
57 Function Hall, Sound System, LCD Projector and White  
58 Board

59  
60 The Pre-bidding Conference was called to order by the Presiding  
61 Officer for the supply of foods, room accommodation, function hall,  
62 sound system, LCD projector and white board for the Development  
63 of SLM-Related Interactive Materials and Digitization of Self-  
64 Learning Modules with an approved budget contract (ABC) of One  
65 million nine hundred fifty thousand pesos (P 1,950,000.00), with  
66 Dr. Neolita S. Sarabia as the focal person for the said activity.

67  
68 There was no prospective bidder present. As updated also by Mr.  
69 Bernadito Taguisa, BAC Secretariat, there was no sale yet on the  
70 bidding documents despite of its availability which is sold for five  
71 thousand pesos (P 5,000.00). And since majority of the BAC  
72 members were not around during the pre-procurement conference,  
73 the Presiding Officer then reiterated what was discussed then.

74  
75 The Presiding Officer said that the said activity will be a training to  
76 be participated by 500 teachers and which shall be held within  
77 Tagbilaran City on August 17-18 and 24-25, 2023. The venue shall  
78 provide one (1) function hall to hold the 500 participants, and  
79 another three (3) break-out rooms for the regrouping of  
80 participants which can hold around 60-160 participants, following  
81 social distancing guidelines. In each of the break-out room, a  
82 service provider/technical assistant shall be on stand-by. A  
83 medical staff shall as well be on stand-by. There shall also be 15





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84 persons who shall compose the training team, who shall be staying  
85 in for two nights, on the 17th and 24th.  
86

87 Dr. Beatriz Incog asked a concern with how the activity will  
88 proceed knowing that the focal person for such, Dr. Neolita  
89 Sarabia, shall be in conflict with another activity outside the  
90 province. Dr. John Ariel Lagura as the Chief of the Curriculum  
91 Implementation Division answered this concern and said that  
92 although Dr. Sarabia might not be around for the duration of the  
93 training, it shall still proceed because the Division shall be tapping  
94 other Supervisors and/or facilitators to conduct the said activity.  
95 In line with the same concern, Mr. Joseph Barrete also asked if  
96 such activity may instead be moved, which Dr. Lagura answered  
97 that it cannot be moved anymore since the opening of classes is  
98 already fast approaching which will make it hard to convene the  
99 participants.  
100

101 Another concern was raised by Mr. Barrete. He asked if in case of a  
102 force majeure, but hopefully there is none, can the winning bidder  
103 adjust the schedule of the activity. Everyone agreed that it was a  
104 very good point. Unfortunately, it was not included in the  
105 specifications in the bidding documents. Mr. Taguisa suggested  
106 that it may be added as another provision of the bidding  
107 documents by issuing a supplemental/bid bulletin, since there is  
108 still time before August 8, 2023, which is the scheduled deadline  
109 submission/receipt of bids. The body unanimously agreed with the  
110 said suggestion, adding that the said provision must also be  
111 written in the contract for the said activity, and must be noted to  
112 consider it also for all succeeding similar activities/biddings.  
113

114 Some more concerns were raised. Mr. Barrete also asked if there  
115 will be a stand-by transportation service to be provided by the  
116 winning bidder in case participants needed to move to and fro the  
117 venue and/or other stations as needed. Dr. Lagura and Mr.  
118 Taguisa both answered that it will be provided by the Division, not  
119 the winning bidder since it is not included in the provisions. As  
120 was discussed also during the pre-procurement conference, there  
121 must be some health personnel who must be on stand-by. It is  
122 suggested that for each break-out group, there will be one (1) nurse  
123 from the Division medical team.  
124





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125 The Presiding Officer asked the Secretariat if the proposal for the  
126 training kits amounting to fifty thousand pesos (P 50,000.00) has  
127 been made already by Dr. Neolita Sarabia. Angeli Faith Pascual,  
128 BAC Secretariat Chair, answered the Presiding Officer that she did  
129 a follow up, which Dr. Sarabia responded that she will try her best  
130 to make the proposal. The Presiding Officer said to make another  
131 follow up and must give Dr. Sarabia a deadline since the proposal  
132 has still to be uploaded in the Philippine Government Electronic  
133 Procurement System (PhilGEPS) site. It must be ready before the  
134 opening of the bids, which the Presiding Officer announced will be  
135 on August 8, 2023.  
136

137 **B. OTHER MATTERS**  
138

- 139 1. Budget Allocation for the Capability Building on the  
140 Implementation of the National Learning Camp for Grades 7  
141 and 8  
142

143 Engr. Mancha informed the body that there was an allocation of  
144 four hundred fourteen thousand pesos (P 414,000.00) as budget  
145 for the capability building on the implementation of the National  
146 Learning Camp (NLC). Per sub-allotment release order (SARO), the  
147 said amount is for the board and lodging of participants, with  
148 Education Program Supervisors (ESP) Dr. Aimee Amistoso, Dr.  
149 Elisa Geagonia, and Dr. Cherry Michelle Collyer as focal persons.  
150 Engr. Mancha further said that the venue for the said training has  
151 already been booked, which shall be on August 3-5, 2023 as  
152 advised by the Schools Division Superintendent. It is a three(3)-day  
153 training as confirmed by Dr. John Ariel Lagura.  
154

- 155 2. Funding Requirements for Program Support Fund for the  
156 Implementation of National Learning Camp for FY 2023  
157

158 Mr. Taguisa also informed that a SARO amounting to two million  
159 three hundred sixteen thousand pesos (P 2,316,000.00) was  
160 received to cover funding requirements for Program Support Fund  
161 for the Implementation of National Learning Camp (NLC) for FY  
162 2023. Attached with the SARO are details of the said amount, as  
163 follows: eight hundred thousand pesos (P 800,000.00) will be used  
164 as the reproduction cost of assessment tools and intervention  
165 materials for grades 1-3 EOSY Break Mathematics Program which  
166 is to be taken cared of by Dr. Elisa B. Geagonia, EPS for





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167 Mathematics; one million five hundred thousand pesos (P  
168 1,500,000.00) will be used as the reproduction cost for teaching  
169 and learning materials for all grade levels which is to be taken  
170 cared of Dr. Neolita S. Sarabia who is the EPS for Learning  
171 Resources Materials (LRMDS); and sixteen thousand pesos (P  
172 16,000.00) will be for the delivery of grade 7 and 8 NLC teaching  
173 and learning resources to schools. Mr. Alas-as and Dr. Lagura both  
174 emphasized that as per copy of the SARO, the said allocation shall  
175 be used for reproduction of learning resources and/or assessment  
176 tools, probably bond papers and ink for printing as was presumed  
177 by Mr. Taguisa, Engr. Mancha, and Dr. Lagura. With this, Mr.  
178 Taguisa further said that the details need to be determined both by  
179 Dr. Geagonia and Dr. Sarabia in order for the BAC to proceed with  
180 the PhilGEPS posting and/or Invitation to Bid (ITB).

181  
182 Mr. Alas-as asked if the said allocation will just be intended for the  
183 delivery of NLC teaching and learning resources for grade 7 and 8,  
184 which Dr. Lagura answered that it is to be extended to all grade  
185 levels.

186  
187 The Presiding Officer asked if who will do the reproduction of  
188 materials and assessment tools if the bond papers and inks will be  
189 purchased. Dr. Lagura answered that since the schools have their  
190 photocopying machines and printers, the teachers/personnel from  
191 the school will do the reproduction. The Division will only do the  
192 bidding and purchases, then distribute the materials to the  
193 schools.

194  
195 3. Capability Building, Annual Procurement Plan (APP), and  
196 Project Procurement Management Plan (PPMP) of the Bids  
197 and Awards Committee, BAC Secretariat and Technical  
198 Working Group  
199

200 Dr. Lagura raised the concern about the capability building of all  
201 members of the Bids and Awards Committee which must be done  
202 every year. He relayed to the Presiding Officer that the BAC missed  
203 to conduct the said activity last year due to conflicts with other  
204 regional and national activities during the last quarter. Dr. Lagura  
205 said that since it was not conducted last year, it must be realized  
206 this year, to simultaneously conduct also the APP and PPMP. He  
207 suggested if it can be done by September in order to avoid any  
208 further conflicts with other activities in the last quarter of the year.





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209 Mr. Alas-as, the Presiding Officer and BAC Chair, agreed that it be  
210 conducted on September for three (3) days around the third or  
211 fourth week of the said month.

212  
213 The body unanimously agreed that such activity must be  
214 conducted this year, which the Presiding Officer suggested for it to  
215 be held outside of Tagbilaran City. Engr. Mancha asked how much  
216 the budget will be so she may be able to canvass for a venue, which  
217 Dr. Lagura answered that the availability of funds for such activity  
218 must first be referred/consulted with the Division Budget Officer  
219 and Division Accountant, Julie Ann Kristie Redillas and Michelle  
220 Sagara CPA, respectively.

221  
222 Members suggested several venues to look for, but Engr. Mancha  
223 told them that it must first be determined if they have enrolled in  
224 PhilGEPS. Engr. Mancha said that she will do an ocular inspection  
225 during the canvassing of venues. The BAC Chair and some  
226 members said that they will go with Engr. Mancha.

227

228

229 **V. ADJOURNMENT**

230

231 Dr. Beatriz E. Incog moved to adjourn the meeting and it was  
232 seconded by Dr. Nenita J. Incog. The conference was adjourned at  
233 11:00 A.M.

234

235

236 Prepared by:

Noted by:

237

238

239

240 **ANGELI FAITH V. PASCUAL**  
241 BAC Secretariat Chair

**ERNESTO Q. ALAS-AS JR. CESE**  
BAC Chairperson

