



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**

**Pre-procurement Conference**  
**November 6, 2023; 09:25 A.M.**

**Division Conference Room**  
**DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City**

**I. ATTENDANCE**

Present:

- |                                 |                          |
|---------------------------------|--------------------------|
| 1. Dr. Aquilino T. Milar Jr.    | - Regular Member         |
| 2. Dr. Beatriz E. Incog         | - Regular Member         |
| 3. Dr. Ma. Antonette P. Dugang  | - Alternate Member       |
| 4. Mr. Alberto A. Lacang        | - Alternate Member       |
| 5. Miss Angeli Faith V. Pascual | - Secretariat Chair      |
| 6. Mr. Bernadito T. Taguisa     | - Secretariat Vice Chair |
| 7. Miss Lady May P. Karaan      | - Secretariat Member     |
| 8. (Mrs.) Elaine C. Centino     | - Secretariat Member     |
| 9. Mr. Aldrin M. Pajo           | - Secretariat Member     |
| 10. Engr. Louenie T. Indanao    | - TWG Member             |

Absent:

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Mr. Ernesto Q. Alas-as Jr. CESE | - Chairperson        |
| 2. Dr. John Ariel A. Lagura        | - Vice Chairperson   |
| 3. Dr. Aimee T. Amistoso           | - Regular Member     |
| 4. Dr. Nenita J. Incog             | - Regular Member     |
| 5. Mr. Joseph C. Barrete           | - Alternate Member   |
| 6. (Mrs.) Marife C. Rallos         | - Secretariat Member |
| 7. Mr. Christian John L. Capon     | - Secretariat Member |
| 8. Engr. Junicel T. Mancha         | - TWG Member         |
| 9. Mr. Artemio B. Alo LIB, EnP     | - TWG Member         |
| 10. Engr. Jose C. Mariñas III      | - TWG Member         |

**II. CALL TO ORDER**

The meeting was called to order at 09:25 in the morning by the Presiding Officer, Dr. Aquilino T. Milar Jr, who was designated by BAC Chairperson Mr. Ernesto Q. Alas-as Jr. to take charge in behalf of his absence due to a business conflict. It started with a prayer by Dr. Ma Antonette P. Dugang.



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43  
44 The Presiding Officer then proceeded with the conference.

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

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48 There was no reading of minutes from the previous meeting.

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50  
51 **IV. AGENDA OF THE MEETING**

52  
53 **A. MAIN AGENDUM**

- 54 1. Pre-procurement on Upgrading/Modernization of Electrical  
55 System at Mansasa Elementary School

56  
57 The Presiding Officer, Dr. Milar, read the scheduled BAC activities  
58 for the Upgrading/Modernization of Electrical System at Mansasa  
59 Elementary School with an approved budget contract (ABC) of Five  
60 million nine hundred forty six thousand five hundred sixty three  
61 pesos & six centavos (P 5,946,563.06). Dr. Milar also read the  
62 content of the Invitation to Bid (ITB).

63  
64 It was discussed that this said BAC activity is per Memorandum  
65 under the Department of Education Office of the Undersecretary  
66 for School Infrastructure and Facilities with the subject 'Conduct of  
67 2024 Early Procurement Activities (EPA) for the Various Sub-  
68 Project Components of the Basic Education Facilities Fund and  
69 Last Mile Schools Program dated October 3, 2023.

70  
71 Mr. Bernadito Taguisa reiterated that this is an early procurement  
72 activity, in which the actual fund shall be downloaded to the end  
73 user upon request of a Sub-Allotment Release Order (Sub-ARO)  
74 after the preparation of the resolution to award. He also  
75 emphasized that bidder/s must have a valid Philippine Contractors  
76 Accreditation Board (PCAB) License with Registration Particulars  
77 SP-EE (Electrical Work) minimum Category A. Such requirement is  
78 per DepEd OUA Memo no. 13-0120-0599 dated January 23, 2020  
79 with the subject 'Required PCAB License of Bidders for DepEd  
80 Electrification and Solar Projects', which has also been included in  
81 the provisions of the Bidding Documents. Engr. Indanao added  
82 that since there were problems before due to non-compliance of a  
83 PCAB license, hence since then it has been required.

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85 Dr. Beatriz Incog asked Engr. Louenie Indanao how many rooms in  
86 Mansasa Elementary School are included in the said project, which  
87 the latter answered that it is the whole school. Engr. Indanao  
88 added that the said project will be doing a revamp of the electrical  
89 wirings in each building, and a powerhouse shall also be built.  
90

91 Dr. Beatriz Incog also asked how was Mansasa Elementary School  
92 chosen as the recipient of the said project. The Presiding Officer  
93 answered that it was based on the report submitted by Engr.  
94 Indanao.  
95

96 Dr. Beatriz Incog further asked if the project will be affected if there  
97 are still buildings which were still left unrepaired due to calamities.  
98 Engr. Indanao answered that the Department of Public Works and  
99 Highways (DPWH) will be doing the repair ahead of the  
100 electrification of those school buildings of Mansasa Elementary  
101 School which were damaged by typhoon Odette, with the bidding to  
102 happen within the month of November 2023.  
103

104 All the said specifications shall be made seen in the bid documents  
105 which shall be available by November 8, 2023 per schedule of  
106 activities.  
107

108 The Presiding Officer read the schedule of the activities, and then  
109 pointed out that there will be an activity set which will be in  
110 conflict with the pre-bidding conference date, November 17, 2023.  
111 The body agreed that the schedule be moved to a later date since  
112 all the BAC members will not be available on the original date. It  
113 was agreed to change the pre-bidding conference from November  
114 17, 2023 to November 20, 2023, which shall be supported by a  
115 supplemental bid bulletin. Likewise, the date of the opening of bids  
116 shall be moved to a later date following the change of schedule of  
117 the pre-bidding conference, which shall also be shown in the  
118 supplemental bid bulletin.  
119

120 **B. OTHER MATTERS**

- 121 1. Conduct of Early Procurement Activities (EPA) for the  
122 Construction of School Buildings under the Basic Education  
123 Facilities Fund (BEFF) for CY 2024  
124

125 Engr. Indanao mentioned that there will be a repair of school  
126 buildings on 2024, but there is yet no authority to proceed for the



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127 Department of Education (DepEd). Both DepEd and DPWH will be  
128 waiting for the General Appropriations Act (GAA) FY 2024 on which  
129 department shall be implementing such project/s. Miss Pascual  
130 asked Engr. Indanao how many schools will be involved in such  
131 repair, which the latter answered that there will be two (2) – Dao  
132 and Manga Elementary Schools.  
133

134  
135 **V. ADJOURNMENT**  
136

137 The meeting was adjourned at 09:50 A.M.  
138

139  
140 Prepared by:

Noted by:

141  
142   
143 **ANGELI FAITH V. PASCUAL**  
144 BAC Secretariat Chair  
145

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