



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-Bidding Conference
November 20, 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 (virtual)- Chairperson
2. Dr. John Ariel A. Lagura - Vice Chairperson
3. Dr. Aquilino T. Milar Jr. - Regular Member
4. Dr. Beatriz E. Incog - Regular Member
5. Dr. Nenita J. Incog - Regular Member
6. Dr. Aimee T. Amistoso - Regular Member
7. Mr. Alberto A. Lacang - Alternate Member
8. Miss Angeli Faith V. Pascual - Secretariat Chair
9. Mr. Bernadito T. Taguisa - Secretariat Vice Chair
10. Miss Lady May P. Karaan - Secretariat Member
11. Engr. Junicel T. Mancha - TWG Member
12. Engr. Louenie T. Indanao (virtual) - TWG Member
13. Mr. Jayson B. Pasana - DBB Industrial Services
14. Mr. Carl Bryan C. Teo - DBB Industrial Services
15. Mr. Mark Sumampong - CCO Engineering

Absent:

1. Dr. Ma. Antonette P. Dugang - Alternate Member
2. Mr. Joseph C. Barrete - Alternate Member
3. (Mrs.) Marife C. Rallos - Secretariat Member
4. Mr. Christian John L. Capon - Secretariat Member
5. Mr. Aldrin M. Pajo - Secretariat Member
6. (Mrs.) Elaine C. Centino - Secretariat Member
7. Mr. Artemio B. Alo LIB, EnP - TWG Member
8. 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



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43 Presiding Officer at 10:00 in the morning. It started with a prayer
44 by Dr. Aquilino Milar Jr. The Presiding Officer declared the meeting
45 quorum after a roll call of the attendance made by Angeli Faith
46 Pascual, Secretariat Chairperson.
47

48 The presence of the prospected bidders from DBB Industrial
49 Services represented by Mr. Jayson Pasana and Mr. Carl Bryan
50 Teo, and from CCO Engineering represented by Mr. Mark
51 Sumampong, was also acknowledged.
52
53

54 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**
55

56 There was no reading of minutes from the previous meeting.
57
58

59 **IV. AGENDA OF THE MEETING**
60

61 **A. MAIN AGENDUM**

- 62 1. Pre-bidding on the Upgrading/Modernization of Electrical
63 System at Mansasa Elementary School
64

65 The Pre-bidding Conference was called to order by the Presiding
66 Officer for the Upgrading/Modernization of Electrical System at
67 Mansasa Elementary School with an approved budget contract
68 (ABC) of Five million nine hundred forty six thousand five hundred
69 sixty three pesos & six centavos (P 5,946,563.06).
70

71 The Presiding Officer, who was attending virtually, asked the
72 Secretariat Chair to read the technical specifications found in the
73 Invitation to Bid (ITB) more specifically pointing out the Philippine
74 Contractors Accreditation Board (PCAB) License of bidders with
75 Registration Particulars SP-EE (Electrical Work) minimum
76 Category A. read also was the schedule of activities including the
77 changes of the date of the opening of bids from the original
78 schedule November 29, 2023 to December 1, 2023 to finally
79 moving it to December 4, 2023.
80

81 The Secretariat also mentioned that before upgrading of the
82 electrical system at Mansasa Elementary School, the DPWH will be
83 repairing first the school buildings which were damaged by then
84 typhoon Odette. The Presiding Officer asked if the repair can be



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85 done before starting the work in the electrical system or will the
86 two (2) projects overlap. The Secretariat answered that as per Engr.
87 Indanao, DPWH will be done in their project first, since it will
88 commence soon after the bidding they supposedly had done last
89 November 2023. Dr. Beatriz Incog and Mr. Bernadito Taguisa also
90 reiterated that there is no need to worry that the projects will
91 overlap, since DPWH will start soon and the fund for the electrical
92 system will still be requested after determining the bid amount and
93 preparation of the resolution to award.

94
95 The Presiding Officer asked the prospective bidders if they have
96 questions on the specifications. Before raising their concerns, the
97 prospective bidders quickly browsed on the printed bill of
98 quantities as provided by Engr. Louenie Indanao.

99
100 There were three (2) concerns raised by the representative of DBB
101 Industrial Services: (1) occupancy permit; and (2) transformer.
102 Regarding the first concern which is on the occupancy permit, they
103 are concerned if will it be ready by the time they will start the
104 project, since processing the permit will be time consuming
105 because the Office of the Building Official (OBO) and the Bureau of
106 Fire Protection (BFP) of the local government are both very strict on
107 such undertaking. DBB Industrial Services is worried that as per
108 their experience from almost 90% of their contracts, occupancy
109 permits were not yet processed upon commencement of their work,
110 making it their task to do so which consumed some of the time
111 included in the contract duration.

112
113 Engr. Junicel Mancha opened the situation the Division had before
114 with DPWH, that the processing of the occupancy permit was
115 always not included in their job, like when there was a project
116 before in Cabawan Elementary School. In this connection, DBB
117 Industrial Services asked and requested the Division BAC to
118 process the occupancy permit prior to the commencement of the
119 project. The Presiding Officer acknowledged the said request and
120 directed Engr. Indanao to comply such, which the latter agreed to
121 do.

122
123 In relation to the concern on the transformer, the prospective
124 bidders just looked on the specifications provided then just noted
125 the details.
126



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127 The representative of CCO Engineering only asked on the checklist
128 of requirements for the bidding. Mr. Bernadito Taguisa then said
129 that it will be seen in the bidding documents which copies are
130 already available and are sold at ten thousand pesos (P 10,000.00)
131 each.

132
133 There was then no further concerns tackled.

134
135
136 **V. ADJOURNMENT**

137
138 Dr. Aquilino Milar Jr. moved to adjourn the meeting and it was
139 seconded by Mr. Alberto A. Lacang. The conference was adjourned
140 at 10:38 A.M.

141
142
143 Prepared by:

Noted by:

144
145 
146
147 **ANGELI FAITH V. PASCUAL**
148 BAC Secretariat Chair


ERNESTO Q. ALAS-AS JR. CESE
BAC Chairperson

