



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
March 1, 2024; 02:45 p.m.
Division Conference Room**

DepEd Tagbilaran City Division Office, Dampas, Tagbilaran City

I. ATTENDANCE

Present:

- | | |
|---------------------------------|-----------------------|
| 1. Miss Maurine C. Castaño | - Chairperson |
| 2. Dr. Aimee T. Amistoso | - Regular Member |
| 3. Dr. Janet T. Butalid | - 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 | - Lead Secretariat |
| 8. Mr. Bernadito T. Taguisa | - Co-Lead Secretariat |
| 9. Engr. Louenie T. Indanao | - TWG Member |

Absent:

- | | |
|--------------------------------|----------------------|
| 1. Dr. Aquilino T. Milar Jr. | - Regular Member |
| 2. Dr. Beatriz E. Incog | - Regular Member |
| 3. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 4. Miss Lady May P. Karaan | - Secretariat Member |
| 5. (Mrs.) Elaine C. Centino | - Secretariat Member |

II. CALL TO ORDER

The meeting was called to order at 02:45 in the afternoon by the BAC Chairperson, Miss Maurine Castaño, as the Presiding Officer. It started with a prayer by Mr. Alberto Lacang.

The Presiding Officer declared the meeting quorum after determining that majority of the Members is present through the attendance read by the BAC Lead Secretariat Angeli Faith Pascual.



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

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45 Miss Pascual was asked by the Presiding Officer to read the
46 minutes of the previous meeting. After there were no objections
47 and/or corrections, Dr. Aimee Amistoso then moved to approve the
48 minutes, and was seconded by Mr. Alberto Lacang.
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51 **IV. AGENDA OF THE MEETING**

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53 **A. MAIN AGENDUM**

- 54 1. Pre-procurement on the Proposed Restoration and
55 Conservation of Gabaldon Building at Dr. Cecilio Putong
56 National High School
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58 The Presiding Officer, Ms. Castaño informed the body that the said
59 project has an Approved Budget Contract (ABC) of Twenty four
60 million two hundred twenty two thousand three hundred twenty
61 two pesos & 77/100 (Php 24,222,322.77), and with a contract
62 duration of two hundred seventy (270) calendar days. Said ABC
63 was based on the Program of Works (POW) submitted by Engr.
64 Louenie Indanao to the DepEd Central Office. To be more
65 enlightened, the Presiding Officer asked Ms. Pascual to read the
66 memorandum from the Office of DepEd Undersecretary for Finance
67 with the subject: Procurement of Projects under the CY 2024 Basic
68 Education Facilities (BEFF), Conservation and Restoration of
69 Gabaldon School Buildings dated January 15, 2024. It was
70 learned from the memorandum that the schools identified as
71 recipients of the said project/s have been evaluated and validated
72 by the assigned project engineers and are considered ready for
73 procurement and implementation, instructing the Division Offices
74 to proceed with the procurement activities short of award.
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76 After the memorandum was read, Engr. Indanao said that the
77 memorandum was received last February 26, 2024, more than a
78 month from its issuance. Moreover, the Presiding Officer added
79 that Dr. Cecilio Putong National High School under the Division of
80 City Schools – Tagbilaran City is one of the ten (10) recipient
81 schools in DepEd Region VII, and likewise the second with the
82 highest project cost next to the Division of Negros Oriental.
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84 Ms. Castaño then asked Engr. Indanao what are the specifications
85 included in the said project. Engr. Indanao then answered that
86 these are the following: (1) full replacement of roofing, which shall
87 be done by partition in order not to disrupt classes and school
88 operations, (2) repair of flooring, (3) painting of ceiling, (4) windows
89 preservation using Capiz shells, (5) toilet repair, which are located
90 near the Administrative/Registrar Office and faculty room, (6)
91 bulletin board to be relocated, (7) emergency lights, and (8)
92 electrical system revamp.

93
94 Ms. Castaño asked Engr. Indanao if foot lights may also be
95 installed, which Engr. Indanao answered that change of items may
96 be considered. Ms. Castaño also asked about the school logo if it
97 needs to be dismantled and replaced, which Engr. Indanao
98 answered that it may just be retained. Another concern raised by
99 Ms. Castaño is the septic tank of the school which needs to be
100 emptied already, which Engr. Indanao took note for consideration.

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102 Mr. Barrete suggested if a powerhouse may be put up for the
103 electrical system revamp, which Engr. Indanao answered that it
104 will need a separate program which is the same with the
105 electrification in Mansasa Elementary School. Mr. Barrete also
106 asked if there shall be a soil/termite treatment solution, which Ms.
107 Castaño also seconded, and which Engr. Indanao answered that
108 she only included in the project wood preservatives.

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110 Engr. Indanao further said that the rooms in the faculty and
111 supply rooms are not to be touched anymore. She also answered
112 Ms. Castaño that how the Gabaldon building looks now shall only
113 be the basis for the preservation when asked if there is an old
114 picture of the original building to look on to.

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116 Ms. Castaño further asked the BAC Lead Secretariat to read the
117 proposed scheduled BAC activities for the Proposed Restoration
118 and Conservation of Gabaldon Building at Dr. Cecilio Putong
119 National High School. The table below shows the proposed
120 schedule.



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| BAC ACTIVITIES | SCHEDULE | VENUE |
|---|---------------------------------|---|
| Pre-Procurement Conference | March 1, 2024 | DepEd Tagbilaran City Division Office Conference Hall |
| Advertisement/ Posting of ITB | March 11, 2024 | DepEd Tagbilaran City Division Office, BAC Bulletin and Other Public Conspicuous Places |
| Issuance and Availability of Bids Documents | March 11, 2024 to April 5, 2024 | DepEd Tagbilaran City Division Office Conference Hall |
| Pre-bid Conference | March 21, 2024 at 10:00 a.m. | DepEd Tagbilaran City Division Office Conference Hall |
| Receipt and | April 5, 2024 until 8:59 a.m. | DepEd Tagbilaran City Division Office Conference Hall |
| Opening of Bids / Evaluation | April 5, 2024 at 9:00 a.m. | DepEd Tagbilaran City Division Office Conference Hall |
| Post Qualification | April 8, 2024 | DepEd Tagbilaran City Division Office Conference Hall |
| Preparation of Resolution to Award | April 10, 2024 | DepEd Tagbilaran City Division Office Conference Hall |
| Issuance of Notice of Award | | DepEd Tagbilaran City Division Office Conference Hall |
| Preparation & Signing of Contract | | DepEd Tagbilaran City Division Office Conference Hall |
| Issuance of Notice to Proceed | | DepEd Tagbilaran City Division Office Conference Hall |

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Ms. Castaño asked the Committee if there are conflicts in the proposed schedule of activities. The Members unanimously said that the date for the pre-bid conference will be in conflict with the scheduled Division Training of Trainers on the Matatag Curriculum for Teachers and School Leaders which has been confirmed booked in Bohol Bee Farm in Dao, Dauis, Bohol. BAC Lead Secretariat Ms. Pascual suggested that in order for the said activity to proceed as scheduled, the Committee may have the conference in same venue, Bohol Bee Farm. Co-Lead Secretariat Mr. Taguisa seconded the suggestion since the BAC activity is a priority, and since it will only take some few minutes, the conference may instead be held in the same venue as the scheduled Division Training so there will be no





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135 need to transfer to another place anymore; only those who will not
136 be participants of the Division Training will go to the venue.
137 Everyone unanimously agreed then of the said suggestion. Such
138 change of venue will then be included in the Invitation to Bid (ITB).
139

140 The Presiding Officer asked Engr. Indanao if there are any
141 blacklisted bidders for the said proposed project. Engr. Indanao
142 answered that there were none, except it must be included in the
143 specifications in the bidding documents that bidders must have an
144 experience in the restoration and repair of Gabaldon school
145 buildings.
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B. OTHER MATTERS

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149 1. Upgrading/Modernization of Electrical System at Mansasa
150 Elementary School
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152 The Presiding Officer asked Engr. Indanao if the Department of
153 Public Works and Highways (DPWH) already finished the repair of
154 the classrooms in Mansasa Elementary School. Engr. Indanao
155 answered that it was already done last February 2024, and that
156 upon receipt of the sub-allotment release order from the Central
157 Office, the winning bidder for the upgrading/modernization of
158 electrical system may proceed with the project.
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- 160 2. Construction of One (1) Storey – Three (3) Classrooms and
161 One (1) Storey – One (1) Classroom School Building with
162 Toilet at Tagbilaran City Central Elementary School
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164 The Presiding Officer asked Engr. Indanao what is the update of
165 Dolci Constrcution & General Merchandise on the said project.
166 Engr. Indanao answered that the contractor already finished the
167 construction and the building shall be due for turn over within the
168 month of March 2024. Ms. Castaño further asked Engr. Indanao
169 about the liquidated damages of Dolci Construction & General
170 Merchandise which was discussed in the last meeting. Engr.
171 Indanao updated the Committee that there will be no liquidated
172 damages anymore since per her final computation and count on
173 the days within the duration of the project including the extension
174 period, Dolci Construction & General Merchandise was able to
175 accomplish the work within the given time.
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V. ADJOURNMENT

Dr. Aimee Amistoso moved to adjourn the meeting and it was seconded by Dr. Nenita Incog. The conference was adjourned at 03:25 p.m.

Prepared by:

Noted by:

ANGELI FAITH V. PASCUAL
BAC Lead Secretariat

MAURINE C. CASTAÑO
BAC Chairperson