



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
March 21, 2024; 10:15 A.M.
Barangay Function Hall, Bohol Bee Farm
Dao, Daus, Bohol

I. ATTENDANCE

Present:

- | | |
|------------------------------------|---|
| 1. Dr. John Ariel A. Lagura | - Chairperson |
| 2. Miss Maurine C. Castaño | - Vice Chairperson |
| 3. Dr. Beatriz E. Incog | - Regular Member |
| 4. Dr. Aimee T. Amistoso | - Regular Member |
| 5. Dr. Janet T. Butalid | - Regular Member |
| 6. Dr. Nenita J. Incog | - Alternate Member |
| 7. Mr. Alberto A. Lacang | - Alternate Member |
| 8. Mr. Joseph C. Barrete | - Alternate Member |
| 9. Miss Angeli Faith V. Pascual | - Lead Secretariat |
| 10. Mr. Bernadito T. Taguisa | - Co-Lead Secretariat |
| 11. Miss Lady May P. Karaan | - Secretariat Member |
| 12. (Mrs.) Elaine C. Centino | - Secretariat Member |
| 13. Ms. Maria Christine C. Fudolig | - C. Jansen Construction
& General Merchandise |
| 14. Mr. Bernardo J. Pahang | - Barcode Corporation |
| 15. Mr. Cristopher Omasas | - Dolci Construction
& General Merchandise |

Absent:

- | | |
|--------------------------------|--------------------|
| 1. Dr. Aquilino T. Milar Jr. | - Regular Member |
| 2. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 3. Engr. Louenie T. Indanao | - TWG Member |

II. CALL TO ORDER

The Conference was called to order by the BAC Chairperson Dr. John Ariel A. Lagura as the Presiding Officer at 10:15 in the morning. It started with a prayer by Ms. Angeli Faith Pascual. The Presiding Officer declared the meeting quorum after determining



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42 that majority of the BAC Members was present upon reading the
43 attendance by Angeli Faith Pascual, Lead Secretariat.

44
45 The presences of the prospected bidders from C. Jansen
46 Construction & General Merchandise represented by Ms. Maria
47 Christine C. Fudolig, from Barcode Corporation represented by Mr.
48 Bernardo J. Pahang, and from Dolci Construction & General
49 Merchandise represented by Mr. Cristopher Omasas, were also
50 acknowledged.

51
52
53 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

54
55 The Presiding Officer asked the Secretariat to read the minutes of
56 the previous meeting. After there were no objections and/or
57 corrections, Mr. Alberto Lacang then moved to approve the
58 minutes, and was seconded by Mr. Joseph Barrete.

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

62
63 The following agenda for the conference were determined. Mr.
64 Alberto Lacang then moved to approve the agenda, and was
65 seconded by Dr. Beatriz Incog.

66
67 **A. MAIN AGENDUM**

68 Pre-bidding on the Proposed Restoration and Conservation of
69 Gabaldon School Building at Dr. Cecilio Putong National High
70 School

71
72 The Pre-bidding Conference was called to order by the Presiding
73 Officer, Dr. John Ariel Lagura. Since Engr. Louenie Indanao was
74 not around to give the specifications of the project, the Presiding
75 Officer asked Ms. Maurine Castaño instead to relay to the body
76 especially to the prospective bidders the project details.

77
78 Ms. Castaño read the description of the restoration of the Gabaldon
79 building will be. She said that as per the Invitation to Bid (ITB), the
80 project will run for two hundred seventy (270) calendar days with
81 an approved budget contract (ABC) of Twenty four million two
82 hundred twenty two thousand three hundred twenty two pesos &
83 77/100 (P 24,222,322.77), with the title 'Proposed Restoration and



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84 Conservation of Gabaldon School Building at Dr. Cecilio Putong
85 National High School (DCPNHS)' situated along CPG Avenue,
86 Tagbilaran City, Bohol. The specifications of the project are: (1) Full
87 replacement of the roofing; (2) Replacement of deteriorated flooring
88 (wood and cemented part), trusses, girder, and ceiling (some
89 portions of the ceiling was damaged due to the constant dripping of
90 rain); (3) Electrical revamp of the entire building; (4) Replacements
91 of windows (restoration of Capiz shells) and doors; (5) Wood
92 preservatives since the building is susceptible to termites; and (6)
93 Removal of covered walk beside the building and relocation of the
94 bulletin board which is installed in the covered walk. Ms. Castaño
95 added that the project will be done by phase/partition so not all
96 the classes in the building will be displaced, since there will be no
97 extra rooms for students to transfer to. However, affected classes
98 shall be temporarily relocated at the school gymnasium. Safety
99 measures shall be put up to protect the students from falling
100 debris and other hazards. She also reiterated that the Faculty,
101 Supply and BP-OSA Rooms are to be untouched, since those are
102 not included in the original building.

103
104 Mr. Barrete raised a concern regarding the two large trees within
105 the premises of the building, the 'mansanitas' and mango trees.
106 What must be done with the said trees? He suggested for the
107 removal of the trees especially the mango tree since it will cause
108 damage to the property. Ms. Castaño answered that the
109 'mansanitas' tree may be removed any time without causing much
110 problem/trouble, but the mango tree will be a problem since it has
111 grown attached to the building. If the mango tree will be removed,
112 it may damage the structure of the building. Mr. Lacang also added
113 that because of the trees, it might be difficult to secure a building
114 permit if the mango tree needs to be removed since it is also
115 another task to secure permit for the cutting and/or removal of the
116 said tree. Dr. Nenita Incog asked if the tree really needs to be
117 removed, which Ms. Castaño answered that it really needs to be
118 since it is one of the causes of the roof deterioration.

119
120 After Ms. Castaño read all the important details of the proposed
121 project, the Presiding Officer asked from the prospective bidders
122 present if there are any questions and/or clarifications. Dr. Lagura
123 first asked the representative of C. Jansen Construction & General
124 Merchandise. Ms. Fudolig asked what is the basis for the Single
125 Largest Completed Contract (SLCC), should it be only on the repair



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126 of Gabaldon buildings which is specifically required from bidders
127 as per stated in the Invitation to Bid. Mr. Taguisa answered that
128 the SLCC may include other repairs, but the experience specifically
129 needed for this said project must be with Gabaldon buildings. Dr.
130 Lagura asked Ms. Karaan to read the second paragraph in the
131 bidding documents/ITB which read that participating bidders must
132 have an experience in the conservation and restoration of
133 Gabaldon school buildings; proofs must be attached.

134
135 Dr. Lagura asked the next prospective bidder, from Barcode
136 Corporation. Mr. Pahang asked if jambs are included in the
137 replacement of doors. Ms. Castaño reviewed the project
138 specifications provided by Engr. Indanao, which states the removal
139 of door with jambs, so long as those are deteriorated, those will be
140 included in the replacement.

141
142 Dr. Beatriz Incog added to ask Ms. Castaño if it is specified on
143 what kind of hard wood will be replaced. Ms. Castaño answered
144 that it was not specified, but regardless of, it must be hard wood.

145
146 Dr. Lagura then asked the last prospective bidder, from Dolci
147 Construction & General Merchandise. Mr. Omasas asked if a site
148 inspection is mandatory, since there were biddings they had
149 attended which required for a site inspection before purchasing of
150 the bidding documents. Mr. Taguisa answered that as per bidding
151 documents, it was not specifically required but it is highly
152 suggested. Mr. Lacang highly suggested for bidders to have a site
153 inspection considering that the project will be done during class
154 days, in order also to ensure the safety of learners. The Presiding
155 Officer then said that the Division BAC will add the said
156 requirement and such will be published through a supplemental/
157 bid bulletin. Dr. Lagura then suggested for a site inspection with
158 Engr. Louenie Indanao by March 25 or 26, 2024. If a date will be
159 scheduled and confirmed with Engr. Indanao, the bidders will be
160 informed by then.

161
162 Mr. Barrete raised another concern as he had observed, that there
163 are logs that were stacked under the building, will those be
164 removed or cleaned before the project will commence, which may
165 affect the foundation of the building. Ms. Castaño answered that as
166 per specifications provided by Engr. Indanao, footing and slabs are
167 included. Dr. Nenita Incog asked if it the building is really designed



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168 with an opening under it, since she also noticed that there are dogs
169 which go under. Ms. Castaño answered that Gabaldon school
170 buildings are really designed like those, which are not direct from
171 the ground, and also added that the opening under the building
172 also serves as an air vent. Mr. Lacang said that the School
173 Management may put some screens on the opening under the
174 building in order to avoid dogs and other animals to crawl and stay
175 there.

176
177 Before the prospective bidders were dismissed, Mr. Pahang from
178 Barcode Corporation asked how much the bidding document costs.
179 Mr. Taguisa answered that as shown in the ITB, the document
180 costs twenty five thousand pesos (Php 25,000.00), which is the
181 standard price based on the ABC. The Presiding Officer reiterated
182 that the documents were already available since last March 11,
183 2024 and may be secured from the Division Cashier.

184
185 When the prospective bidders were dismissed, the Presiding Officer
186 reopened the issue of a mandatory site inspection, should it be
187 included in the requirement for the bidders to comply. Mr. Alberto
188 Lacang then moved for the approval of the inclusion of the site
189 inspection in the bidding requirements, and was seconded by Dr.
190 Nenita Incog. Further, participating bidders with no site inspection
191 conducted shall not be allowed to participate in the bidding. The
192 Presiding Officer directed Mr. Taguisa to make a supplemental/bid
193 bulletin on the matter.

194
195 **B. OTHER MATTERS**

196 1. Comfort Rooms in the Division Office

197
198 The BAC Members raised their concerns on the toilets in the
199 Division Office which do not flush anymore. A Member also asked if
200 the toilets can be upgraded by installing a bidet. Another concern
201 is that there is also no water coming out from faucets in the
202 lavatories. Also, the doors of toilets in the comfort rooms does not
203 close and/or lock properly due to wear & tear.

204
205 Dr. Lagura also tackled on the issue with the water tank since it
206 seems that it is not able to contain enough water to supply the
207 Division Office. Ms. Castaño also questioned if the motor pump of
208 the tank is broken. Mr. Taguisa answered that since some times
209 the supply of water from the LGU is minimal due to low pressure,





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210 the supply of water also as contained in the tank is low, which
211 causes shortage of supply for consumption in the Division Office.
212 Ms. Castaño then suggested to create another cistern for this
213 concern. Dr. Beatriz Incog also suggested to install rain gutters in
214 the Division Officer building in order to save rainwater for use in
215 the comfort rooms.

216
217 The Presiding Officer said that the Committee will ask Engr.
218 Louenie Indanao to make a Program of Work (POW) to repair
219 and/or replace facilities in the Division comfort rooms, which shall
220 be subject for budget/fund allocation approval, so it may be
221 implemented.

222
223 **2. Update on other Repairs/ Projects**

224
225 Ms. Castaño relayed to the body that as per Engr. Indanao, there
226 have been three (3) DPWH projects already completed. There are
227 also three (3) ongoing DPWH projects, which are in DCPNHS,
228 Taloto Elementary Schools, and Cabawan Elementary School.

229
230 Also as per Engr. Indanao, the cistern of the Senior High School
231 building of DCPNHS in Cabawan will be repaired by a Contractor
232 due to a leakage.

233
234 Further, the ceiling of the newly turned over building in
235 Tagbilaran City Central Elementary School will be replaced, then a
236 ceiling vent and louver are added so that the heat will not be stuck
237 inside.

238
239 The Presiding Officer asked on the update on the
240 Upgrading/Modernization of Electrical System at Mansasa
241 Elementary School. Mr. Taguisa answered that the Division is
242 waiting for the sub-allotment release order so that the Contract
243 will be awarded, and then Notice to Proceed will be served.

244
245 **3. Reports for Submission – Procurement Monitoring Report**
246 **(PMR) and Agency Procurement Compliance &**
247 **Performance Indicator (APCPI)**

248
249 Dr. Lagura told the body that there are reports to be submitted to
250 the Department of Education Central Office (DepEd CO) and
251 Government Procurement Policy Board (GPPB). He then asked and



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252 directed the Lead Secretariat, Ms. Pascual, to comply and/or
253 accomplish to submit the PMR to the DepEd CO on or before the
254 deadline, as well as the APCPI to the GPPB.
255

256 Before the adjournment, Ms. Castaño updated that Engr. Indanao
257 already replied and confirmed that the schedule for the site
258 inspection will be on March 25, 2024 at 9:30 in the morning. The
259 Presiding Officer instructed Mr. Taguisa to specify the said
260 schedule in the supplemental/bid bulletin and inform the bidders.
261

262
263 **V. ADJOURNMENT**
264

265 Mr. Alberto Lacang moved to adjourn the meeting and it was
266 seconded by Dr. Beatriz Incog. The conference was adjourned at
267 11:12 a.m.
268

269
270 Prepared by:

Noted by:

271
272

273
274 **ANGELI FAITH V. PASCUAL**
275 BAC Lead Secretariat

JOHN ARIEL A. LAGURA PhD
BAC Chairperson