



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**

**June 5, 2024; 10:30 a.m.**

**Division Conference Room**

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

**I. ATTENDANCE**

**Present:**

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Dr. John Ariel A. Lagura     | - Chairperson         |
| 2. Miss Maurine C. Castaño      | - Vice Chairperson    |
| 3. Dr. Aimee T. Amistoso        | - Regular Member      |
| 4. Dr. Janet T. Butalid         | - Regular Member      |
| 5. Dr. Beatriz E. Incog         | - Regular Member      |
| 6. Dr. Nenita J. Incog          | - Alternate Member    |
| 7. Miss Angeli Faith V. Pascual | - Lead Secretariat    |
| 8. Mr. Bernadito T. Taguisa     | - Co-Lead Secretariat |
| 9. (Mrs.) Elainie C. Centino    | - Secretariat Member  |
| 10. (Mrs.) Marianne P. Calipes  | - Secretariat Member  |
| 11. Mr. Aldrin M. Pajo          | - Secretariat Member  |
| 12. Engr. Louenie T. Indanao    | - TWG Member          |
| 13. Atty. Tammy I. Relampagos   | - TWG Member          |

**Absent:**

- |   |                    |
|---|--------------------|
| 1. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member   |
| 2. Mr. Alberto A. Lacang                | - Alternate Member |
| 3. Mr. Joseph C. Barrete (on leave)     | - Alternate Member |
| 4. Dr. Ma. Antonette P. Dugang          | - Alternate Member |

**II. CALL TO ORDER**

The meeting was called to order at 10:30 in the morning by the BAC Chairperson, Dr. John Ariel Lagura, as the Presiding Officer. It started with a prayer by Mr. Aldrin Pajo.



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

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45 Dr. Lagura acknowledged and welcomed the newly designated TWG  
46 member Atty. Tammy I. Relampagos, and BAC Secretariats Aldrin  
47 M. Pajo and Marianne P. Calipes.

48  
49 **III. READING AND APPROVAL OF THE PREVIOUS MINUTES**

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51 Miss Pascual was asked by the Presiding Officer to read the  
52 minutes of the previous meeting. After there were no objections  
53 and/or corrections, Miss Maurine Castaño then moved to approve  
54 the minutes, and was seconded by Dr. Aimee Amistoso.

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56  
57 **IV. AGENDA OF THE MEETING**

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59 **A. MAIN AGENDA**

- 60 1. Pre-procurement on the Proposed Repair and Rehabilitation  
61 of School Buildings at Manga Elementary School (8  
62 Classrooms and HE Building)

63  
64 The Presiding Officer, Dr. Lagura, stated the name of the project  
65 which is the main agendum for discussion. Dr. Aimee Amistoso  
66 moved to approve the approval of the agendum and was seconded  
67 by Dr. Beatriz Incog.

68  
69 Dr. Lagura informed the Committee that the proposed project has  
70 an Approved Budget Contract (ABC) of Six million two hundred  
71 eighty one thousand two hundred fifty five pesos & 32/100 (Php  
72 6,281,255.32), and with a contract duration of one hundred fifty  
73 (150) calendar days. Said ABC was based on the list from the  
74 DepEd Central Office per Memorandum from the Office of the  
75 Undersecretary for Finance dated May 8, 2024 with the subject:  
76 Procurement of Projects under the CY 2024 Basic Education  
77 Facilities Fund (BEFF), Repair/Rehabilitation of Classrooms Batch  
78 1. It is learned from the memorandum that the schools identified  
79 as recipients of the said project/s have been evaluated and  
80 validated by the Education Facilities Division (EFD) and are  
81 considered ready for procurement and implementation, instructing



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82 the Division Offices to proceed with the procurement activities  
 83 short of award.

84  
 85 The Presiding Officer asked Engr. Louenie Indanao to elaborate the  
 86 program of works for the said project. Engr. Indanao informed that  
 87 the scope of repair will be the Magsaysay building and the HE  
 88 building near the canteen. She informed the Committee that she  
 89 supposedly proposed for a budget of fourteen million pesos (P 14M)  
 90 but the amount was slashed because the budget of the Central  
 91 Office for the repair projects was also lessened. The specifications  
 92 include: (1) masonry – replacement of walls to concrete, roofing,  
 93 ceiling, blackboards, and jalousie windows, (2) painting, (3)  
 94 electrical revamp/rewiring, and (4) repair of toilets.

95  
 96 Dr. Lagura suggested for the electrical revamp if there can be more  
 97 outlets due to the use of additional gadgets, to which Engr.  
 98 Indanao noted. Miss Castaño also suggested if the blackboards can  
 99 be made half greenboard and half whiteboard which can also be  
 100 moved, but Engr. Indanao said having it half green and half white  
 101 may be possible but she cannot be sure with it being movable.

102  
 103 It is further discussed that the repair must be done by phase in  
 104 order not to disrupt the classes.

105  
 106 Dr. Lagura further asked the BAC Secretariat to read the proposed  
 107 scheduled BAC activities for the Repair and Rehabilitation of  
 108 School Buildings at Manga Elementary School. The table below  
 109 shows the schedule.

110

BAC ACTIVITIES	SCHEDULE	VENUE
Pre-Procurement Conference	June 5, 2024	DepEd Tagbilaran City Division Office, Conference Hall
Advertisement/ Posting of ITB	June 13, 2024	DepEd Tagbilaran City Division Office, BAC Bulletin and Other Public Conspicuous Places
Issuance and Availability of Bid Documents	June 13, 2024 to July 5, 2024	DepEd Tagbilaran City Division Office Conference Hall
Pre-bid Conference	June 24, 2024	DepEd Tagbilaran City





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		Division Office Conference Hall
Receipt and	July 5, 2024 until 08:59 am	DepEd Tagbilaran City Division Office Conference Hall
Opening of Bids/ Evaluation	July 5, 2024 at 09:00 am	DepEd Tagbilaran City Division Office Conference Hall
Post Qualification	July 8, 2024	DepEd Tagbilaran City Division Office Conference Hall
Preparation of Resolution to Award	July 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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Dr. Lagura 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 does not have any conflict of activities, but the bid opening date may be in conflict of a Division activity. It was agreed that should there be a conflict, the schedule shall be adjusted and a supplemental bid bulletin shall be issued for the said change/s.

**B. OTHER MATTERS**

1. Upgrading/Modernization of Electrical System at Mansasa Elementary School

The Presiding Officer asked if there is already a sub-allotment release order (SARO) for the said project, which Engr. Indanao updated that it has been received already. Mr. Bernadito Taguisa added also that after receiving the SARO, the Contract was signed last May 27, 2024, but the work has not yet started.





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130 2. Restoration and Conservation of Gabaldon Building at Dr.  
131 Cecilio Putong National High School  
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133 The Presiding Officer also asked for an update regarding the  
134 subject matter, which Engr. Indanao answered that the Resolution  
135 to Award and other papers are still with the Central Office for  
136 processing of the sub-allotment release order (SARO).  
137

138 3. Other projects under the Department of Public Works and  
139 Highways (DPWH)  
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141 Miss Castaño asked on the update of the Grade 10 rooms in Dr.  
142 Cecilio Putong National High School (DCPNHS). Dr. Lagura  
143 emphasized that the said project is under the Department of Public  
144 Works and Highways (DPWH). Engr. Indanao updated that the  
145 project on the repair of 4-storey building and Bagong Lipunan and  
146 3-storey Science building is still ongoing. Miss Castaño informed  
147 that the project was temporarily suspended due to concerns with  
148 the parking of cars below the building and decided to resume  
149 during the vacation period.  
150

151 Dr. Lagura asked on the update at Taloto Elementary School. Engr.  
152 Indanao said that the proposed construction of 3-storey nine  
153 classrooms and 1-storey 2 classrooms at the said school is still due  
154 for bidding by DPWH on June 2024. The buildings included in the  
155 said project are those that are in front of the gate and Marcos  
156 building, which will be demolished before proceeding with the  
157 construction. Miss Castaño further said the included in the shifting  
158 will be one classroom which shall be provided for High School.  
159

160 **V. ADJOURNMENT**  
161

162 Ms. Maurine Castaño moved to adjourn the meeting and it was  
163 seconded by Dr. Nenita Incog. The conference was adjourned at  
164 11:00 a.m.  
165

166  
167 Prepared by:

168 **ANGELI FAITH V. PASCUAL**  
169  
170 BAC Lead Secretariat  
171

Noted by:

**JOHN ARIEL A. LAGURA PhD**  
BAC Chairperson