



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**  
**June 24, 2024; 10:15 A.M.**  
**Division Conference Hall**  
**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. Nenita J. Incog             | - Alternate Member                                |
| 4. Mr. Alberto A. Lacang           | - Alternate Member                                |
| 5. Dr. Ma. Antonette P. Dugang     | - Alternate Member                                |
| 6. Miss Angeli Faith V. Pascual    | - Lead Secretariat                                |
| 7. Mr. Bernadito T. Taguisa        | - Co-Lead Secretariat                             |
| 8. Engr. Louenie T. Indanao        | - TWG Member                                      |
| 9. Engr. Jose C. Mariñas III       | - TWG Member                                      |
| 10. Ms. Maria Christine C. Fudolig | - C. Jansen Construction<br>& General Merchandise |
| 11. Mr. Bernardo J. Pahang         | - Barcode Corporation                             |

Absent:

- |   |                    |
|---|--------------------|
| 1. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member   |
| 2. Dr. Beatriz E. Incog                 | - Regular Member   |
| 3. Dr. Aimee T. Amistoso                | - Regular Member   |
| 4. Dr. Janet T. Butalid                 | - Regular Member   |
| 5. Mr. Joseph C. Barrete                | - Alternate Member |
| 6. Mr. Aldrin M. Pajo                   | - Secretariat      |
| 7. (Mrs.) Marianne P. Calipes           | - Secretariat      |
| 8. (Mrs.) Elaine C. Centino             | - Secretariat      |

**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 Dr. Ma. Antonette Dugang. The Presiding Officer declared the meeting quorum after



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43 determining that majority of the BAC Members was present upon  
44 reading the attendance by Angeli Faith Pascual, Lead Secretariat.  
45

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

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

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

59  
60 **IV. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS**  
61 **MEETING**  
62

63 Dr. Lagura asked Engr. Indanao on the update of the restoration of  
64 Gabaldon building at Dr. Cecilio Putong National High School,  
65 which Engr. Indanao answered that the Contractor has just started  
66 to work on the ceiling the previous week.  
67

68 Dr. Lagura then asked on the update also of the upgrading of  
69 electrical system in Mansasa Elementary School, which Engr.  
70 Indanao answered that the Contractor has already delivered the  
71 materials needed to the school and has already started putting up  
72 the electrical posts the previous week.  
73

74 The Presiding Officer asked also on what has been the progress on  
75 the proposed construction of school buildings at Taloto Elementary  
76 School. Engr. Indanao updated that the Department of Public  
77 Works and Highways (DPWH) has not yet made an invitation for  
78 the pre-construction of the project, and there was yet no update on  
79 from DPWH on the when the bidding will be. Engr. Indanao also  
80 informed the body that Mr. Japhet Revereal, the Administrative  
81 Officer of the said school, has already started processing the  
82 demolition permit of the buildings which shall be affected in the  
83 said project. Mr. Lacang asked Engr. Indanao if a construction of a  
84 covered court for the said school shall also be done, which Dr.



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85 Lagura answered that it might be included in the budget for next  
86 year.

87  
88 Miss Castaño raised a concern on the schedule of the opening of  
89 bids for the proposed repair and rehabilitation of school buildings  
90 at Manga Elementary School. She asked should a change of  
91 schedule be needed since on the same date, July 5, 2024, it will be  
92 in conflict with a Division activity with the BAC Members as  
93 participants also. However, a suggestion to move the schedule on a  
94 later date was dismissed after having determined that the following  
95 week will be the start of the Palarong Pambansa, which shall also  
96 be in conflict with. The Committee then unanimously agreed to  
97 proceed with the schedule of the bid opening on July 5, 2024.  
98 However, once the venue for the said Division activity will be  
99 finalized, a supplemental bid bulletin shall be issued on the change  
100 of the venue for the bid opening to where the Division activity on  
101 that same day will be held.

102  
103  
104 **V. AGENDUM OF THE MEETING**

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106 The agendum for the conference was determined. Mr. Alberto  
107 Lacang then moved to approve the agenda, and was seconded by  
108 Dr. Nenita Incog.

109  
110 **A. MAIN AGENDUM**

111 Pre-bidding on the Proposed Repair and Rehabilitation of School  
112 Buildings at Manga Elementary School (8 Classrooms and HE  
113 Building)

114  
115 The Pre-bidding Conference was called to order by the Presiding  
116 Officer, Dr. John Ariel Lagura. He asked Engr. Louenie Indanao to  
117 present the project to the prospective bidders present.

118  
119 Engr. Indanao enumerated the major points of the said proposed  
120 repair and rehabilitation of school buildings at Manga Elementary  
121 School. She emphasized that there will be a construction of 8  
122 classrooms in the Magsaysay building facing the school gate, as  
123 well as the HE building adjacent the canteen. The project has an  
124 Approved Budget Contract (ABC) of Six million two hundred eighty  
125 one thousand two hundred fifty five pesos & 32/100 (Php  
126 6,281,255.32). The works to be done at the HE building are:



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127 replacement of roofing, replacement of ceiling, electrical revamp,  
128 refurbishment of toilet, and painting of the whole building. While  
129 for the Magsaysay building, the works to be done are: replacement  
130 of walls from wood to concrete, doors, windows, roofing, and  
131 ceiling, then electrical revamp, painting of the building and  
132 refurbishment of the toilet as well. She also added that the  
133 procurement of this said project is still short of award. A resolution  
134 to award with the details of the winning bidder shall still be  
135 forwarded to the Central Office for the request of the sub-allotment  
136 release order (SARO), which usually takes about two (2) months.  
137 Once the SARO will be provided by the Central Office, then the  
138 project will commence later on when all documents have been  
139 complied.

140  
141 The BAC Members asked on the operation of classes once the  
142 project begins, which Miss Castaño answered that there will be a  
143 shifting of classes for those affected. Miss Castaño also on how  
144 many days will the project run, which Engr. Indanao answered that  
145 there the contract duration will be for one hundred fifty (150) days.

146  
147 The Presiding Officer then asked the prospective bidders if they  
148 have any concerns or clarifications on the proposed project. Mr.  
149 Bernardo Pahang from Barcode Corporation then asked if the  
150 trusses and roofing are included, and are those for repair only.  
151 Engr. Indanao answered that those will be included as repair only,  
152 but still using wood trusses.

153  
154 Mr. Bernadito Taguisa asked the BAC Members if a site inspection  
155 shall still be required from the bidders, same as the last project  
156 with the Gabaldon building at Dr. Cecilio Putong National High  
157 School. The Committee unanimously agreed that a mandatory site  
158 inspection will be required.

159  
160 Engr. Indanao and the prospective bidders agreed to schedule a  
161 site inspection on June 25, 2024 at 9 in the morning in Manga  
162 Elementary School. Mr. Pahang then asked the location of the  
163 school, which the Members answered that it is just along the  
164 highway leading to Manga Public Market.

165  
166 Dr. Lagura asked Mr. Taguisa if the bidding documents were  
167 already available to purchase. Mr. Taguisa informed the body that  
168 the documents will be available in the afternoon.



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169  
170 Before the adjournment, the Presiding Officer reiterated that the  
171 bidding documents will be available in the afternoon, and that the  
172 deadline of receipt of the bids will be at 08:59 a.m. on July 5, 2024.  
173 The opening of bids will then follow at 09:00 a.m. with the venue to  
174 be determined and announced later through a Supplemental Bid  
175 Bulletin.

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178 **VI. ADJOURNMENT**

179  
180 Miss Castaño moved to adjourn the meeting and it was seconded  
181 by Dr. Ma. Antonette Dugang. The conference was adjourned at  
182 10:40 a.m.

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184  
185 Prepared by:

Noted by:

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187   
188 **ANGELI FAITH V. PASCUAL**  
189 BAC Lead Secretariat  
190

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