



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
September 15, 2025; 10:15 a.m.
Division Conference Office
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. Janet T. Butalid | - Regular Member |
| 4. Dr. Beatriz E. Incog | - Regular Member |
| 5. Dr. Aimee T. Amistoso | - Regular Member |
| 6. Mr. Joseph C. Barrete | - Alternate Member |
| 7. Dr. Ma. Antonette P. Dugang | - Alternate Member |
| 8. Dr. Nenita J. Incog | - Alternate Member |
| 9. (Mrs.) Ivy Joy R. Barbante | - Secretariat |
| 10. (Mrs.) Elaine C. Centino | - Secretariat |
| 11. Dr. Rosene D. Olaivar | - TWG Member |
| 12. Miss Joenalyn T. Molina | - Alta Bohol Garden Resort |
| 13. Mr. Dexter B. Librado | - Alta Bohol Garden Resort |

Absent:

- | | |
|---|--------------------|
| 1. Dr. Aquilino T. Milar Jr. (on leave) | - Regular Member |
| 2. Mr. Alberto A. Lacang (on official travel) | - Alternate Member |
| 3. Miss Angeli Faith V. Pascual (on leave) | - Secretariat |
| 4. Mr. Bernadito T. Taguisa (on leave) | - Secretariat |

II. CALL TO ORDER

The meeting was called to order at 10:15 AM by the BAC Chairperson, Dr. John Ariel Lagura, who served as the Presiding Officer. The meeting formally began with a prayer led by Mr. Joseph Barrete.



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43 The Presiding Officer declared a quorum, as confirmed by the
44 attendance roll read by BAC Secretariat, Ms. Ivy Joy Barbante.

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46 The presence of other guests was also duly acknowledged. One
47 prospective bidder, Alta Bohol Garden Resort, was represented in
48 person by Ms. Joenalyn T. Molina and Mr. Dexter B. Librado.

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

52
53 Dr. Aimee Amistoso moved to dispense the reading of the minutes
54 of the previous meeting and was seconded by Dr. Ma. Antonette P.
55 Dugang.

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

59
60 **A. MAIN AGENDUM**

- 61 1. Pre-bid Conference on Supply of Food, Room
62 Accommodation, Function Hall, Sound System, LCD
63 Projector and White Board

64
65 Dr. Lagura stated that the above-mentioned pre-bidding for the
66 implementation of Academic Recovery and Accessible Learning
67 (ARAL) Program (For Training of Tutors) has an Approved Budget
68 Contract (ABC) of Two Million Three Hundred Eighty-Eight
69 Thousand Pesos (Php 2,388,000.00), which will be conducted on
70 October 14-15, 2025 with 597 participants.

71
72 The Presiding Officer invited the Proponent of the activity, Dr.
73 Aimee Amistoso, to present and elaborate on the specific
74 requirements as outlined in the Invitation to Bid (IB). Dr. Amistoso
75 provided a brief walkthrough of the key provisions indicated in the
76 IB.

77
78 She began by detailing the required venue and function hall
79 specifications, emphasizing that the venue must have 5 function
80 halls, each capable of accommodating at least 120 participants. In
81 addition, she underscored the importance of having the following
82 facilities readily available:

- 83
84 - Quality sound system





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- 85 - LCD projectors
86 - Microphones
87 - Whiteboards
88 - Stable and reliable Wi-Fi connectivity
89

90 During the discussion, Mr. Dexter B. Librado, representing Alta
91 Bohol Garden Resort, sought clarification on certain provisions. He
92 noted that the IB specifies the venue must be located within
93 Tagbilaran City, whereas their proposed venue is situated in a
94 different locality.
95

96 In response, Dr. Lagura, the Presiding Officer, clarified that the
97 requirement for a venue within Tagbilaran City is due to budgetary
98 constraints, specifically noting that there is no allocated budget for
99 transportation. Therefore, the proximity of the venue is a critical
100 consideration.
101

102 To address this concern, Mr. Dexter Librado offered to provide five
103 (5) shuttle vehicles free of charge, which would transport
104 participants from designated pick-up points to their venue.
105

106 Following this, Dr. Aimee Amistoso inquired about the capacity of
107 the function halls, particularly whether the venue could
108 accommodate many participants as required in IB.
109

110 Mr. Librado responded that their venue has four (4) function halls,
111 each capable of accommodating approximately 100 participants.
112

113 At this point, Dr. Maurine Castano raised a concern regarding
114 power interruptions, citing difficulties encountered during a
115 previous seminar held at the same venue. In response, Mr. Librado
116 assured the Committee that the issue has already been resolved,
117 and that the venue now has a standby generator readily available
118 to ensure uninterrupted power supply during events.
119

120 Dr. Amistoso further outlined the specific room accommodation
121 requirements for the activity. The breakdown is as follows:
122

- 123 1. Quadruple Sharing Rooms – Each room should be able to
124 accommodate up to four (4) participants.
- 125 2. Two (2) Single Occupancy Rooms – For the Schools Division
126 Superintendent (SDS) and the Assistant Schools Division
Superintendent (ASDS).



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- 127 3. One (1) Twin Room – With two (2) separate beds for the two
128 Chiefs.
129 4. Two (2) Triple Occupancy Rooms – For six (6) female Education
130 Program Supervisors (three per room).
131 5. One (1) Twin Room – For two (2) male Education Program
132 Supervisors.
133 6. Five (5) Family Rooms – Each room must be equipped with five
134 (5) single beds to accommodate larger groups.
135

136 She emphasized that these arrangements are essential to ensure
137 both comfort and proper accommodation based on the roles and
138 responsibilities of the participants.
139

140 Dr. Amistoso also mentioned the optional use of hotel amenities,
141 such as swimming pools and gym equipment, should participants
142 wish to avail of them during their free time, if available.
143

144 She further emphasized that flowing coffee should be made
145 available throughout the sessions.
146

147 Regarding Day Zero as preparation for the Program Management
148 Team (PMT), she specified that meals and snacks must be provided
149 for 15 people, including:
150 - Snacks (upon arrival)
151 - Dinner (on Day Zero)
152 - Breakfast (the following day)
153

154 Mr. Librado reiterated his earlier inquiry on whether it would be
155 permissible to divide the activity by lot, considering the large
156 number of expected participants.
157

158 In response, Dr. Lagura clarified that the program is intended to be
159 conducted as one big event, emphasizing that this approach
160 ensures that all teachers can attend simultaneously and benefit
161 from the same experience and content delivery.
162

163 Mr. Joseph Barrete inquired whether a standby shuttle would be
164 available at the venue in case of emergency situations, and if a
165 First Aid Kit would also be provided. In response, Mr. Librado
166 confirmed that two (2) standby shuttles will be available, and that
167 they will also coordinate with the local Rural Health Unit (RHU) for
168 emergency response support.



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As there were no further concerns from the prospective bidder, they were formally dismissed from the meeting.

The BAC Members and Technical Working Group (TWG) proceeded with a brief discussion regarding the venue specification and the possibility of dividing the activity into batches.

It was agreed that a Supplemental Bid Bulletin may be issued to address the following:

- i. The original requirement specifying that the venue must be within Tagbilaran City may be revised to allow venues outside Tagbilaran City, provided that the supplier shall ensure the provision of shuttle services for all participants.
- ii. The final decision on whether the activity will be conducted in batches will be made after consultation with Dr. Wilfreda Bongalos.

Dr. John Ariel Lagura instructed that the results of the consultation be reported to the BAC Secretariat, Mrs. Ivy Joy Barbante, for inclusion in the preparation of the Supplemental Bid Bulletin.

No other matters were raised for discussion.

V. ADJOURNMENT

There being no further business, a motion to adjourn the meeting was moved by Miss Maurine Castaño and seconded by Dr. Beatriz E. Incog.

The meeting was officially adjourned at 10:49 AM.

Prepared by:


IVY JOY R. BARBANTE
BAC Secretariat

Noted by:


JOHN ARIEL A. LAGURA PhD
BAC Chairperson

