



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**EXCERPT FROM THE MINUTES
OF THE BIDS AND AWARDS COMMITTEE (BAC) MEETING
9:00 AM; March 24, 2021
DepEd Negros Oriental Library Hub**

I. ATTENDANCE

Present:

1. Dr. Marcelo K. Palispis	Chairperson
2. Dr. Joeyliza M. Arcilla	
3. Dr. Rachel B. Picardal	Co-Chairperson
4. Dr. Emma S. Mate	Regular Member
5. Dr. Antonio B. Baguio	Regular Member
6. Dr. Dan P. Alar	Regular Member
7. Mrs. Dae P. Habalo	Regular Member
8. Dr. Carmelita C. Alcala	Regular Member
9. Dr. Karl T. Credo	Alternate Member
10. Mrs. Karla P. Antonio	Secretariat Chairperson
11. Mrs. Lani B. Yurong	Secretariat Vice-Chairperson
12. Mrs. Ruby Jean Estrelita M. Bidaure	Secretariat Member
13. Ms. Amabel A. Herrera	Secretariat Member
14. Mr. Andrie P. Amor	Secretariat Member
15. Ms. Ma. Irene Cecilia A. Elemia	Secretariat Member
16. Ms. Ivone Marie M. Villafranca	Secretariat Member
17. Mr. Marx Lee Badon	Secretariat Member
18. Mr. Allan A. Tabio	TWG Member
19. Mrs. Regina Clarina E. Empeso	TWG Member
20. Ms. Rosela R. Abiera	TWG Chair (Inst. Material)
21. Dr. Elisa L. Baguio	TWG Member
22. Ms. Remylin V. Gao-Gao	TWG Chair (ICT)
23. Mr. Alfredo Ticon, Jr.	TWG Member
24. Mr. Leoster Banzon	TWG Member
25. Ms. Janice Callao	Representative, AC/DC Ent.
26. Mr. Jerald Ticar	Representative, T & E Ent.
27. Mr. Rembrandt Y. Fabro	Representative, Global Copier
28. Ms. Micahne T. Montecino	Representative, ShopRite Mktg.
29. Ms. Princes A. Tenoso	Representative, DMC
30. Mr. John Thomas Carballo	Representative, Legacy Printing
31. Ms. Marilyn Alvarico	Representative, Vicarish Publishing
32. Mr. Kent Macias	Representative, U-Bix

II. CALL TO ORDER

The meeting was called to order by Dr. Marcelo K. Palispis, BAC Chairperson and presiding officer at 9:10 am at the Library Hub Conference Room. Dr. Emma S. Mate, led the prayer.

III. READING AND APPROVAL OF PREVIOUS MINUTES

Dr. Rachel C. Picardal gave a motion for the reading of the previous minutes which was seconded by Dr. Emma S. Mate.

53 Dr. Antonio B. Baguio moved for the Approval of the corrected minutes which was
54 seconded by Dr. Rachel B. Picardal.

55 Dr. Rachel B. Picardal further gave a motion to suspend the rules of the order of
56 business to give way for the Pre-Bid Conference. This was seconded by Dr. Emma S.
57 Mate.

58 **IV. PRE-BID CONFERENCE**

59 Ms. Karla P. Antonio, BAC Secretariat Chairperson, introduced the representatives of
60 the Bidders/Suppliers to the august body and read the three (3) Invitations to Bid and
61 their Approved Budget for the Contract (ABC).

62 Representative of Global Copier clarified if prospective bidders need to have a 50% Single
63 Largest Completed Contract (SLCC).

64 Dr. Ruby Jean Estrellita Bidaure clarified this by citing Section 23.4.1.3 of Rule VIII in
65 the Revised Implementing Rules and Regulations (IRR) of RA 9184 which states: The
66 prospective bidder must have completed, within the period specified in the Invitation to
67 Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to
68 current prices using the Philippine Statistics Authority (PSA) consumer price indices,
69 must be at least fifty percent (50%) of the ABC. However, in the case of Expendable
70 Supplies, said SLCC must be at least twenty five percent (25%) of the ABC.

71
72 The Representative from Legacy Printing Press also made a clarification on the date of
73 the Opening of Bids, of which the BAC Chairperson, Dr. Marcelo Palispis informed that
74 Opening of Bids is on April 5, 2021 at 10:00 am.

75
76 Dr. Rachel B. Picardal, Vice-Chairperson, also added that all bids must be submitted
77 on or before 10:00 am of the said date to avoid disqualification, since late bids, even for
78 a minute, will no longer be received.

79
80 She further reminded all the representatives to:

- 81 1. make sure that all pages of their bid will be duly signed since even a single page
82 which will be missed out will be a ground for disqualification;
- 83 2. submitted compact disk (CD) must be checked if it contains files and only CDs
84 will be accepted, no flash drives;
- 85 3. on the day of the Opening of Bids, bidders must submit both the technical and
86 financial documents in separate folders; and
- 87 4. in cases wherein words and figure differ, the amount stated in words will prevail.

88
89 Dr. Ruby Jean EM Bidaure added that before the bidders will buy the Bid Documents
90 (Bid Docs), they must first submit a letter of intent and to attach a copy of their basic
91 business permit.

92
93 DMC Representative then asked where to purchase the Bid Docs and if it is already
94 available.

95
96 Dr. Marcelo K. Palispis informed all Bidder representatives that the Bid Docs for all three
97 (3) procurement projects are available and that these can be purchased from the Supply
98 Office.

99
100 AC/DC Representative asked if the SLCC needs to be a government project.

101
102 Dr. Rachel B. Picardal said that it needs to be a government project since it is a public
103 bidding, to which Dr. Ruby Jean EM Bidaure affirmed.

104
105 Global Copier Representative asked whether the ink to be supplied should be compatible
106 or genuine and should it be brand specific like RISO?

107
108 Dr. Ruby Jean EM Bidaure explained, that in the case for printers, the ink must be the
109 original ink of whatever printer the winning bidder will supply, that is why they are of
110 the same lot.

111 Dr. Rachel B. Picardal also explained that the ink for the risograph is specified as RISO
112 since these are intended for the already existing machines with that brand.

113
114 U-Bix Representative asked for the risograph model, of which Dr. Ruby Jean EM
115 Bidaure replied that as of that moment nobody could give the exact model specifications.
116

117 Dr. Marcelo K. Palispis then informed the representatives that a Supplemental Bid
118 Bulletin will be issued relative to that matter.
119

120 T and E Enterprises suggested that to ensure that the items are genuine, there must be
121 a manufacturer's genuine certificate.
122

123 DMC Representative asked what will happen in case the winning bidder runs out of
124 supply.
125

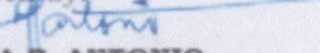
126 BAC Chairperson Marcelo K. Palispis told the representatives that the contract
127 completion form is 60 calendar days (cd) and that have that duration to complete the
128 contract.
129

130 Dr. Joelyza M. Arcilla discussed that all supplies to be provided must be genuine since
131 there is a difference between the genuine ones from those that are only compatible. With
132 genuine products we will be assured that equipment will not be damaged.
133

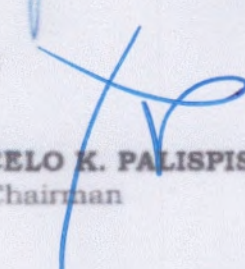
134 There having no more queries from the Bidder Representatives, Dr. Emma S. Mate made
135 a motion to close the Pre-Bid Conference which was seconded by Mrs. Dae P. Habalo.
136

137 The Pre-Bid Conference ended at 10:01 am.
138
139

140 Prepared by:

141 
142 **KARLA P. ANTONIO**
143 BAC Secretariat Chairperson
144

145
146 Noted:

147 
148
149 **MARCELO K. PALISPIS JD, Ed.D**
150 BAC Chairman



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ATTENDANCE SHEET

Pre-Bid Conference

March 24, 2021

9:00 AM

Name	Office/Unit	Signature
1. LUMA CASOR - MSTE	SGOD	[Signature]
2. AIFWZA TICAN	ICT	[Signature]
3. LANI B. YURONG	Admin.	[Signature]
4. THOMYUN V. GAO - GAO	ITO-1	[Signature]
5. Dore P. Hababo	SGOD	[Signature]
6. Jean P. Alan	SGOD/HRD	[Signature]
7. Janice Cullao	AU/DC ENTERPRISEC	[Signature]
8. Jerald Tican	SGOD/HRD and E. Enterprises	[Signature]
9. Rembrandt M. FADON	GLOBAL COPIER	[Signature]
10. Micanne T. Montecino	Shoprite Marketing	[Signature]
11. Princes A. Tenosa	OMC	[Signature]
12. John Thomas Carballo	Legacy Printing Press	[Signature]
13. MARILYN R. ALVARICO	VICARISH.	[Signature]
14. Amabel A. Herrera	D.O.	[Signature]
15. Max Lee T. Badon	D.O.	[Signature]
16. Antonio B. Bagui'o, Jr.	CID - BAC	[Signature]
17. KARLA P. ANTONIO	BAC SEC	[Signature]
18. ANDRIE Xmas	VU	[Signature]
19. JOELIZA ARCIWA	ASDS	[Signature]
20. RACHEL B. PICARDAE	D.O.	[Signature]
21. KENT MACIAS (U-BIX)	U-BIX	[Signature]
22. ALLAN A. TABIO	SGOD	[Signature]
23. KARL T. CRONO	SGOD	[Signature]
24. Ivone Marie M. Villafranca	OASDS	[Signature]
25. Ma. Irene Cecilia A. Etemia	OASDS	[Signature]
26. ROSELA R. ARRIERA	DO - CID	[Signature]
27. Carmelita A. Alcala	DO	[Signature]



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