



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**Schools Division OF NEGROS ORIENTAL**

---

**BIDS AND AWARDS COMMITTEE (BAC)**

Implementation of BE-LCP, Provision of Learning Resources  
582 Units 1TB External Hard Drive

**MINUTES OF THE MEETING**

**PRE-BID**

**9:05 AM; August 25, 2021**

**2<sup>nd</sup> Floor Library Hub, Deped Division of Negros Oriental**

**I. ATTENDANCE**

Present:

Face-to-Face

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. Dr. Joelyza M. Arcilla         | Chairperson        |
| 2. Mr. Jesse John Pagasian        | Secretariat Member |
| 3. Ms. Ma. Irene Cecilia Elemia   | Secretariat Member |
| 4. Ms. Ivone Marie M. Villafranca | Secretariat Member |

Virtual:

- |                              |                               |
|------------------------------|-------------------------------|
| 5. Dr. Rachel B. Picardal    | Vice – Chairperson            |
| 6. Mrs. Dae P. Habalo        | Regular Member                |
| 7. Dr. Antonio B. Baguio Jr. | Regular Member                |
| 8. Mrs. Karla P. Antonio     | Secretariat BAC Chairperson   |
| 9. Dr. Ruby Jean EM Bidaure  | Secretariat Member            |
| 10. Dr. Regina T. Empeso     | TWG Member                    |
| 11. Pronet System - Aireen   | Representative, Pronet System |

**II. CALL TO ORDER**

The meeting started with a prayer led BAC Secretariat Member Ms. Irene Cecilia A. Elemia.

BAC Secretariat Member, Ms. Ma. Irene Cecilia A. Elemia called the roll of BAC members, TWG, Secretariat and introduce the Prospective bidder's representative.

Having the BAC Chairperson present in person and three (3) BAC members virtually present, a quorum was established.

Dr. Joelyza M. Arcilla, Chairperson of the Bids and Awards Committee (BAC), and presiding officer called the meeting to order at 9:10 AM.

**III. PRE-BID CONFERENCE**

BAC Chairperson Dr. Joelyza M. Arcilla announced to the body a representative of a prospective bidder attended virtually.

BAC Chairperson Dr. Joelyza M. Arcilla read the Invitation to Bid (ITB) and the Technical Specification. She further announced that the Opening of Bids will be on September 7, 2021 at 9:00 AM at 2<sup>nd</sup> Floor Library Hub, Deped of Negros Oriental she added.

BAC Chairperson Dr. Joelyza M. Arcilla asked for some questions and clarification relative to the project for procurement.





Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**Schools Division OF NEGROS ORIENTAL**

---

54  
55 The representative from Pronet System, said that at the moment they don't have any  
56 question but asked the BAC should they have, will the BAC accommodate their query.  
57  
58 BAC Chairperson Dr. Joelyza M. Arcilla gave a positive response and added that the  
59 BAC will always accommodate questions and clarification if bidders will have doubts.  
60 The bidders will just have to write a letter stating their query.  
61  
62 BAC Vice-Chairperson Dr. Rachel B. Picardal also added that bidders must submit their  
63 letter prior to the Opening of Bids.  
64  
65

66 **IV. ADJOURNMENT**

67  
68 There having no other matters and concerns, BAC Vice-Chairperson Dr. Rachel B.  
69 Picardal moved to adjourn the meeting and was seconded by BAC Member Mrs. Dae P.  
70 Habalo.  
71

72 The meeting was adjourned at 9:20 AM.  
73  
74

75 Prepared by:

76  
77  
78  
79 **IVONE MARIE M. VILAFRANCA**  
80 BAC Secretariat Member

81  
82 Attested by:

83  
84  
85 **KARLA P. ANTONIO**  
86 BAC Secretariat Chairperson

87  
88  
89 Noted:

90  
91  
92 **JOELYZA M. ARCILLA EdD**  
93 BAC Chairperson

