



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

BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF THE MEETING
PRE-BID CONFERENCE
9:15 AM; July 21, 2021
3rd floor Conference Room, DepEd Negros Oriental

I. ATTENDANCE

Present:

Face-to-Face

1. Dr. Joelyza M. Arcilla	Chairperson
2. Dr. Rachel B. Picardal	Vice – Chairperson
3. Dr. Emma S. Mate	Regular Member
4. Dr. Dan P. Alar	Regular Member
5. Dr. Ruby Jean EM Bidaure	Secretariat Member
6. Mr. Marx Lee Badon	Secretariat Member
7. Mr. Jesse John Pagasian	Secretariat Member
8. Ms. Ma. Irene Cecilia Elemia	Secretariat Member
9. Ms. Ivone Marie M. Villafranca	Secretariat Member
10. Ms. Jay Ann S. Sendiong	Representative, Copylandia
11. Mr. Arvin P. Labitad	Representative, NeedInk

Virtual:

12. Dr. Antonio B. Baguio Jr.	Regular Member
13. Ms. Dae P. Habalo	Regular Member
14. Dr. Regina Empeso	TWG Member
15. Mr. Andrie P. Amor	Secretariat Member

II. CALL TO ORDER

The meeting started with a prayer led by BAC Member, Dr. Emma S. Mate.

BAC Secretariat Member, Mr. Jesse John Pagasian called the roll call of BAC members and bidders as well as the virtual attendees. 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 9:15 AM.

BAC Member, Dr. Emma S. Mate read the Invitation to Bid of the Learning Resources on the Implementation of the BE LCP.

The BAC Member, Dr. Emma S. Mate further announced to the body that the Opening of Bids is scheduled on August 2, 2021 at 9:00 AM at the Deped Library Hub 2nd Floor.

III. PRE-BID CONFERENCE

BAC Vice Chairperson, Dr. Rachel B. Picardal read the Technical Specifications of the Learning Resources on the Implementation of the BE LCP, the identified the items to be procured and these are as follows:

- a. 1,020 rolls RISO MASTER CV;
- b. 340 pieces Strip Pads; and
- c. 117 Tube Inks.

55 BAC Chairperson Dr. Joelyza M. Arcilla asked the bidders if there were questions and
56 clarifications regarding the procurement specifications.

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58 The representative from Copylandia Ms. Jay Ann S. Sendiong asked if the BAC can
59 specify part numbers for the 1,020 rolls RISO MASTER CV and 117 Tube Inks.

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61 BAC Secretariat Member Dr. Ruby Jean EM Bidaure explained that it is allowed to
62 specify the part number since the Division has the existing machine and they need the
63 original part of it, so a Bid Supplement shall be issued after 2 days, she added.

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65 BAC Vice-Chairperson further reminded the Bidder Representatives that all documents
66 must be checked and reviewed before submission. The BAC Vice-Chairperson reiterated
67 that all pages of the documents must be signed by the authorized representative since
68 an unsigned page will be a ground for disqualification.

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70 Another reminder given was that BAC Members will decide whether the bidder is
71 qualified or disqualified based on the documents submitted so bidders must follow
72 whatever instructions stated in the Bid Docs.

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74 BAC Chairperson Dr. Joelyza Arcilla reiterated that a Bid Supplement shall be issued
75 for the part numbers of Master Roll and Tube Ink.

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77 **IV. ADJOURNMENT**

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79 There having no other matters and concerns, BAC Member Dr. Emma S. Mate moved to
80 adjourn the meeting and was seconded by BAC Member Dr. Dan P. Alar.

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82 The meeting was adjourned at 9:45 AM.

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84 Prepared by:
85 
86 **IVONE MARIE M. VILAFRANCA**
87 BAC Secretariat Member

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89 Attested by:
90 
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92 **KARLA P. ANTONIO**
93 BAC Secretariat Chairperson

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96 Noted:
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99 **JOELYZA M. ARCILLA EdD**
100 BAC Chairperson

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