



Republic of the Philippines  
**Department of Education**

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**MINUTES OF THE MEETING**

Name of Event: **PRE BID CONFERENCE- SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR QUARTER 3 & 4 SY 2021 AND SECURITY SERVICES OF SY 2022**

Date: **November 17, 2021**

Venue: **Via Google Meet (Online)**

Reference: None

Presiding Officer: **JASMIN P. ISLA**  
 ASDS/BAC CHAIRPERSON

Time: **10:42 a.m.**

Attendance:

1. JASMIN P. ISLA, BAC Chairperson
2. LALAINÉ SJ. MANUNTAG, BAC Vice Chairperson
3. DAISY I. DARROCA, BAC Member
4. KIER ALLELI PANTALIANO, BAC Secretariat
5. MARK LESTER CASPILLO, BAC Secretariat
6. Caroline P. Garcia – End User
7. Ronald Jim S. Somera – End User
8. Supreme Investigative Security Agency
9. Printcomp Marketing

Agenda	Highlights of the Discussion	Issues and Concerns	Agreements
<b>I. Preliminaries</b>	Prayer was led by Alternate BAC Member Daisy I. Darroca followed by roll call of participants by BAC Secretariat Kier Aleli Pantaliano and BAC Chairperson Jasmin P. Isla then declared the meeting in quorum.	N/A	N/A
<b>II. Reading and Consideration of the previous minutes</b>	N/A	N/A	N/A
<b>III. Presentation of Agenda</b>	Presiding Officer (PO) Jasmin P. Isla presented the following agenda: a.) Pre-Bid conference of – Supply and Delivery of Various	N/A	N/A

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	<p>Office Supplies for Quarter 3 and 4 of SY 2021 and Security Services SY 2022 (EPA)</p>		
<p><b>IV. Business Proper</b>  a.) Pre-Bid conference of – Supply and Delivery of Various Office Supplies for Quarter 3 and 4 of SY 2021 and Security Services SY 2022 (EPA)</p>	<p>PO presented the following documents for Supply and Delivery of Various Office Supplies for Quarter 3 and 4 of SY 2021 with the total amount on ABC of Php 961,814.75  15 days of delivery period</p> <p>PO also presented the supply and delivery of Security Services CY 2022 (EPA) with the total ABC amounting to Php 656,460.00.</p> <p>Ms. Chair read and discussed to the body the ITB of the two projects.</p> <p>She then asked the prospect bidders for question and clarification to the ITB.</p> <p>Ms. Chair read and discussed the checklist on each ITB.</p> <p>She also added the price of the bid documents of the following projects:  Security Services CY 2022 (EPA)  And  Supply and Delivery of Various Office Supplies</p>	<p>Representative of Printcomp Marketing asked to the committee, if the Supply and Delivery of Various Office Supplies composed of one (1) lot.</p> <p>Ms. Chair acknowledged and confirmed to the bidders, the project was per lot.</p> <p>Representative of Supreme Investigative Security Agency asked to the committee on the number of guards to the procurement of Security Services.</p> <p>Ms. Chair answered four (4) security guards on the procurement of Security Services for SY 2022.</p>	

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	<p>(3<sup>rd</sup> and 4<sup>th</sup> Quarter of SY 2021) ) - P 1,000.00 repectively</p> <p>She also announces that the submission of Bid Doc will be on December 2, 2021, 10:00am at BAC Office.</p>	<p>Representative from Printcomp Marketing clarifies the specification of Item No. 91 on the Supply and Delivery of Various Office Supplies.</p> <p>Ms. Chair firmly informed to follow the specification as stipulated on the ITB.</p> <p>Representative from Supreme Investigative Security Agency informed the body the additional requirement of DOLE on the Admin Fee of 20%, since the ABC was not enough on the computation of the salary per guard.</p> <p>Mr. Somera the proponent of the Security Services CY 2022 firmly informed to follow the specification stipulated on the ITB and to stick the ABC as proposed.</p>	
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<b>V. Closing</b>	N/A	N/A	The meeting was moved to close by Ms. Darroca and seconded by Ms. Manuntag at 11:07am.
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Prepared by:

**KIER ALELI C. PANTALIANO**  
ADAS II/BAC Secretariat Member

ATTESTED

**JASMIN P. ISLA**  
BAC Chairman/ Presiding Officer

CDMF/MoM-Pre Bid Conference  
/November 17, 2021

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