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Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Minutes of the Meeting

BIDS AND AWARDS COMMITTEE (BAC) MEETING

January 24, 2024

Attendance:

1. Christopher T. Frusa
2. Ronald Jim S. Somera
3. Levi B. Butihen
4. Ray O. Lloren
5. Leomel B. Ledda
6. Milrose P. Caseres
7. Hermie M. Jarra
8. Nelida A. Castillo
9. Lourdes B. Lechonsito
10. Vincent P. Celda
11. Sigreed Ferolyn Moscosa
12. Glenn F. Soldevilla
13. Adrian Ralph Taculod
14. Joy D. Adelantar
15. Nathaniel Ian C. Santillan
16. Ira Kevin Oregano
17. Mark Lester Caspillo

31 Quorum: In Quorum
32 Start: 8:56 am
33 Prayer: Glenn Soldevilla
34 Presiding Officer: ASDS Levi B. Butihen, BAC Chairman
35 Agenda:

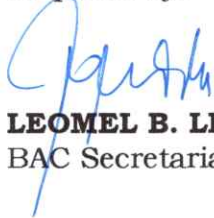
1. Setting of Expectations

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38 Discussions:

39 BAC Chairman: Let's observe transparency in all our transactions.
40 BAC Chairman: For Emergency Purchases, call BAC members for the opening of the
41 bids.
42 AO Somera: In our usual practice, every Monday and Friday, the BAC Members
43 convene for the opening of Bids and the signing of the Bid Documents.
44 Chief Frusa: If the Chairperson is absent, there are alternate chairpersons and
45 members.
46 BAC Chairman: I will deputize 1 member of the BAC on my behalf in case I am on
47 official travel. Someone will have to Chair every committee to
48 commence the conduct of every activity to be undertaken.
49 Ray Lloren: There is a problem when the member of the TWG is at the same time
50 the program holder. His role as a member of the TWG is no longer
51 performed instead, he is there as a program holder.
52 Chief Frusa: If the member of the TWG is also a program holder, he/she should
53 inhibit to avoid influencing the conduct of the activity.
54 BAC Chairman: We are now open for recommendations for the alternate member of

55 the TWG.
56 AO Somera: In RA 9184, the alternate member of the TWG must also come from
57 one of the members of the Bids and Awards Committee.
58 Chief Frusa: During the Post-Qua, aside from the TWG member, the program
59 holder is also invited to join the activity.
60 Milrose Caseres: During the Post-Qua, if the member of the TWG is also the program
61 holder, he/she should stand as a "Program Holder" and not as a
62 member of the TWG. BAC Chairman: If the member of the TWG is
63 also a program holder, he/she should observe "delicadeza" and
64 should just share his/her expertise. We should be careful in
65 selecting the member of the TWG that corresponds to his/her
66 expertise.
67 Should perform in good faith.
68 If the bidder lacks some of the required bidding documents, they
69 should not be considered for Post-Qua.
70 Everyone is encouraged to speak out if there are irregularities
71 observed.
72 Chief Frusa: Members of the BAC should observe confidentiality on the
73 information. It should only be contained within the BAC and should
74 not be leaked especially to the suppliers.
75 AO Somera: BAC members are not allowed to talk to the suppliers.
76 BAC Chairman: We can only talk to the suppliers if the transaction is completed in
77 order to maintain a good relationship.
78 Ray Lloren: Invite the Inspectorate Team to inspect/check the supplies during its
79 delivery or monitor a training being conducted to inspect the delivery
80 of items/supplies and venue/accommodation.
81 Kier Aleli: Issue memorandum to Inspectorate Team to inspect the conduct of
82 training.
83 BAC Chairman: To canvassers, pro-rate the serving of RFQs to prospected bidders.
84 Avoid patronizing 1 bidder/supplier for training venues and
85 accommodations. Attach "Integrity" in canvassing.
86 To BAC Secretariat: Be Honest
87 Let's depend on our salary and not on the honorarium as BAC
88 member. Sustain Integrity.
89 Adjournment: 9:54 am

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92 Prepared by:

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96 **LEOMEL B. LEDDA**

97 BAC Secretariat Alternate Chairperson

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100 Attested by:

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104 **LEVI B. BUTIHEN**

105 ASDS, BAC Chairman