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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) MEMBERS' MEETING
March 7, 2024

Attendance:

1. Levi B. Butihen – BAC Chairperson
2. Juberto E. Jumantoc – BAC Member
3. Zynafe V. Caijo – BAC Secretariat Head
4. Ronald Jim S. Somera – BAC Member
5. Cristopher T. Frusa – BAC Member
6. Milrose P. Caseres – BAC Member
7. Leomel B. Ledda – End-User
8. Marichu Jean Dela Cruz – End-User
9. Bert Labuaya – SEPS/HRTD
10. Atty. Arnel Bien – EPS II/HRTD
11. Kier Aleli C. Pantaliano – BAC Secretariat

Bidder:

1. Junreal Elorcosa – Cinco Ninas Resto

Quorum:

In Quorum

Start:

10:55 AM

Presiding Officer:

ASDS Levi B. Butihen, BAC Chairman

Agenda:

1. Pre-bid Conference for the procurement of Lease of Venue with Meals, Snacks, and Accommodation for the conduct of Conversion and Quality Assurance for Grade 8 Learning Materials in Digital Format (DSC-24-02-038)
2. Pre-Procurement Conference:
Division Roll-Out on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLP) for English Grades 7-10 Teachers; and
Division Roll-Out on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLP) for Science Grades 7-10 Teachers
3. Opening of quotations

BAC Members:

Levi B. Butihen	-	Chairperson
Juberto E. Jumantoc	-	Member
Cristopher T. Frusa	-	Member
Milrose P. Caseres	-	Member
Ronald Jim S. Somera	-	Member

- Prospective bidder is present representing Cinco Ninas Resto.
- Mr. Chair read to the body the Invitation to Bid for the procurement of the Lease of Venue with Meals, Snacks, and Accommodation for the conduct of Conversion and Quality Assurance for Grades 8 Learning Materials in Digital Format to the body
- BAC Secretariat Member Kier Aleli Pantaliano affirmed that the said Invitation to Bid was posted on PhilGEPS as well as on the website of SDO South Cotabato and the submission of bidding documents on March 20, 2024, at 10:00 in the morning,

- 57 • Mr. Chair read the specification for the project and reiterated the internet
58 connection of at least or more than 500Mbps and requested the BAC Secretariat
59 to include it in the supplemental bid bulletin.
60 • He also added on the request to correct the number of participants from 300 pax
61 to 333 pax as stated in ITB of the menu.
62 • Mr. Chair emphasized the clarity of the menus and stated that menus must be
63 served by the requests as agreed by the program holder represented by Mr. Leomel
64 Ledda.
65 • Mr. Chair also emphasized the transparency and integrity of the delivery of goods
66 during implementation to be fair and just.
67 • He then discussed the process timeline schedule for the project.
68 • Mr. Jubert Jumantoc a member of the BAC clarifies on the ABC as to what will
69 prevail, the amount in words or figures.
70 • Mr. Chair acknowledged and emphasized that the words will prevail but requested
71 the BAC secretariat to include in the supplemental bid bulletin the correct amount
72 in words.
73 • Mr. Somera added about the internet connection as to specific no. of Mbps and
74 suggested that internet and WiFi connection must be at least 500mbps.
75 • The BAC agreed with Mr. Somera's suggestion.
76 • The BAC secretariat then informed the prospective bidder of the amount for the
77 bidding documents fee of P5,000.00 and the bidding documents are already
78 available and can be downloaded through PhilGEPS or DepEd website.
79 • The BAC ended the 1st agenda, the Pre-Bid conference, and proceeded to discuss
80 the next agenda, the Pre-Procurement conference.
81 • Mr. Chair acknowledged the program holder Ms. Marichu Jean Dela Cruz and also
82 the HRTD coordinator Mr. Bert Labuaya and Atty. Arnel Bien. for the projects:
83 • **Division Roll-Out on Higher Order Thinking Skills-Professional Learning**
84 **Packages (HOTS-PLP) for English Grades 7-10 Teachers** and,
85 • **Division Roll-Out on Higher Order Thinking Skills-Professional Learning**
86 **Packages (HOTS-PLP) for Science Grades 7-10 Teachers**
87 With the ABC of P2,248,960.00 respectively.
88 • Mr. Chair presented the purchase requests and discussed the method of
89 procurement.
90 • Mr. Chair also suggested the method through public bidding as the default
91 method of procurement and was agreed by the BAC Members.
92 • Mr. Chair scrutinized the attached documents as to completeness.
93 • Also, he reads the specifications of the activity materials and suggests the clarity
94 of unit cost and specifications to be included in the purchase requests.
95 The following:
96 -Permanent marker – color and unit cost
97 -Notepad – Saddle stitch or Spring type, no. of leaves
98 -Menus – Fruit soda to Fruit Juices
99 • The program holder agreed to the suggested clarifications from the BAC and
100 requested to return the documents for finalization.
101 • The BAC ended the pre-procurement conference for the two projects and proceeded
102 to the last agenda, the opening of quotations.
103 • Mr. Chair presented and opened to the body the two purchase requests.
104 DSC-24-02-039 – Procurement, demolition, installment, and transfer of Server
105 Room of ICTU to LRMS
106 ABC:P16,000.00
107 Invited: 3 Service providers for quotation
108 Submitted: 3 Quotations
109
110 Bidder 1: Marbel Glass Supply – Bid Amount: P15,050.00
111 Bidder2 2: Asya Glass – Not Available
112 Bidder 3: Anodized Glass – P10,000 – Remarks: Not complying with requirements
113
114 BAC recommendation: To award Marbel Glass Supply as the service provider with a
115 single calculated and responsive quotation.

116 DSC-24-01-002 – Cleaning of ACUs in various offices of SDO of South Cotabato
117 ABC: P15,350.00
118
119 Invited: 3 Service providers
120 Submitted: 3 Quotations
121

122 Bidder 1: Cooltech Ref and Airconditioning Services – P 14,800.00
123 Bidder 2: Ardi Aircon Center and Services – P 15,020.00
124 Remarks: No eligibility documents attached
125 Bidder 3: Melgene Aircon Marketing and Services
126 Remarks: Exceeded the ABC
127

128 BAC recommendation: To award Cooltech Ref and Air Conditioning Services as the
129 service provider with the single calculated and responsive bidder.
130

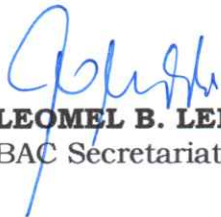
- 131 • The BAC Secretariat presented to the BAC members the two procurement
132 documents, for approval of cancellation of purchase order.
133

134 DSC-23-05-059 Supply and Installation of Seat Cover with PO No. 23-057 and
135 Supplier: EB Enterprises
136

137 DSC-24-01-004 – Supply and Delivery of Token with PO no. 24-012 and Supplier:
138 Campus Art Sales and Services
139

- 140 • The BAC approved the cancellation of two purchase orders.
141
- 142 • There are no matters to be discussed and has been moved by Mr. Ronald Jim
143 Somera and seconded by Mr. Juberto Jumantoc at 12:35 PM.
144

145 Prepared by:

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149 **LEOMEL B. LEDDA**
150 BAC Secretariat Alternate Chairperson
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153 Attested by:

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157 **LEVI B. BUTIHEN**
158 ASDS, BAC Chairman