



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

1 BAC Minutes  
2 No. 15, s. 2022

**BIDS AND AWARDS COMMITTEE (BAC)  
MINUTES OF THE MEETING  
PRE-BID CONFERENCE**

4 Procurement of Office Supplies for Quarter 1 and 2  
5 of CY 2022 Early Procurement Activity

6 LOT 2 (Common ICT Supplies and Devices) – REBID

7 **1:45 PM; January 24, 2022**

8 **3<sup>rd</sup> floor, Division Conference Room, DepEd Negros Oriental**

9  
10 **I. ATTENDANCE**

11 Present:

12 Face-to-Face

13	1. Dr. Joelyza M. Arcilla	Chairperson
14	2. Dr. Rachel B. Picardal	Vice-Chairperson
15	3. Dr. Carmelita A. Alcala	Regular Member
16	4. Dr. Antonio B. Baguio, Jr.	Regular Member
17	5. Dr. Dan P. Alar	Regular Member
18	6. Mrs. Dae P. Habalo	Regular Member
19	7. Dr. Karl T. Credo	Alternate Member
20	8. Mr. Arnold R. Jungco	Alternate Member
21	9. Mr. Dennis Charl F. Andalajao	Alternate Member
22	10. Dr. Renante Juanillo	TWG, Chairperson
23	11. Dr. Regina Empeso	TWG, Member
24	12. Niñonito D. Divino	TWG, Member
25	13. Mr. Jesse John Pagasian	Secretariat Member
26	14. Mr. Andrie P. Amor	Secretariat Member
27	15. Ms. Ma. Irene Cecilia Elemia	Secretariat Member
28	16. Rembrandt Y. Fabro	Global Copier Trading

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30 Virtual:

31	17. Mrs. Karla P. Antonio	Secretariat Chairperson
32	18. Dr. Ruby Jean Bidaure	Secretariat Member
33	19. Ms. Amabel A. Hererra	Secretariat Member
34	20. Ms. Ivone Marie M. Villafranca	Secretariat Member
35	21. Ms. Rosela Abiera	TWG, Member

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37 **II. CALL TO ORDER**

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39 The meeting started with a prayer.

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41 BAC Secretariat Member Ms. Ma. Irene Cecilia A. Elemia introduced the attendees: BAC  
42 Members, BAC Alternates, BAC Secretariat, BAC TWG Members attending in person  
43 and in virtual.

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45 Having nine (9) BAC Members physically present, a quorum was established.

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47 Dr. Joelyza M. Arcilla, Chairperson of the Bids and Awards Committee (BAC), and  
48 presiding officer called the meeting to order at 1:48 PM.

51 **III. PREBID CONFERENCE**

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53 BAC Chairperson Dr. Joelyza M. Arcilla acknowledged the presence of one (1)  
54 prospective bidder who attended in person. She announced that the Bid Opening will  
55 be on February 7, 2022 at the 3<sup>rd</sup> floor Division Conference Room DepEd Division of  
56 Negros Oriental.

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58 BAC Chairperson Dr. Joelyza M. Arcilla allowed the bidder to read carefully the technical  
59 specification and further asked for comments, clarification and questions.

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61 The bidder asked if the Epson Ink on the Technical specification should be "Genuine"  
62 ink. BAC Secretariat Member and Supply Officer Dr. Ruby Jean Bidaure answered that  
63 it should be "Genuine" ink.

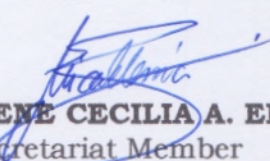
64  
65 BAC Chairperson Dr. Joelyza M. Arcilla also added that a bid supplement will be issued  
66 on the technical specification to include "Genuine" for the EPSON Ink.

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68 The bidder also asked how much the bid document fee would be. BAC Chairperson Dr.  
69 Joelyza M. Arcilla answered that the bid document fee is Php1,000.00.

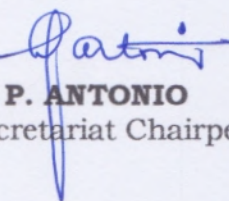
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71 **IV. ADJOURNMENT**

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73 There having no other matters and concerns, Mrs. Dae P. Habalo moved to adjourn the  
74 meeting and it was seconded by Dr. Dan P. Alar. The Pre-Bid Conference ended at 2:08  
75 PM.

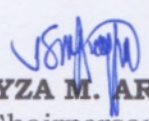
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78 Prepared by:

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82 **MA. IRENE CECILIA A. ELEMIA**  
83 BAC Secretariat Member

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86 Attested by:

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90 **KARLA P. ANTONIO**  
91 BAC Secretariat Chairperson

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94 Noted:

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98 **JOELYZA M. ARCILLA EdD**  
99 BAC Chairperson

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