



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

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2 BAC Minutes  
3 No. 19, s. 2022

**BIDS AND AWARDS COMMITTEE (BAC)**  
**MINUTES OF THE MEETING**  
**OPENING OF BIDS**

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5 Procurement of Office Supplies for Quarter 1 & 2 of CY 2022  
6 Lot 1 Common Office Supplies/Consumables & Cleaning Supplies

7 **9:00 AM; February 7, 2022**

8 **3<sup>rd</sup> Floor Division Conference Room, Deped Division of Negros Oriental**

9  
10 **I. ATTENDANCE**

11  
12 Present:

13 1. Dr. Joelyza M. Arcilla	Chairperson
14 2. Dr. Rachel B. Picardal	Vice-Chairperson
15 3. Dr. Karl T. Credo	Alternate Member
16 4. Dr. Ruby Jean EM Bidaure	Secretariat Member
17 5. Ms. Amabel A. Hererra	Secretariat Member
18 6. Ms. Ma. Irene Cecilia Elemia	Secretariat Member
19 7. Ms. Ivone Marie M. Villafranca	Secretariat Member
20 8. Mr. Ninonito D. Divino	TWG Member
21 9. Mr. Alfredo Ticon	TWG Member
22 10. Ms. Cristy Mae C. Tinambacan	Rep. Girl Scout of the Philippines
23 11. Mr. Samuel Alabata	Rep. MESAM Trading
24 12. Mr. Sunil Tanwani	Rep. Pink Ten Commercial

25 Virtual:

26 13. Dr. Carmelita A. Alcala	Regular Member
27 14. Mrs. Dae P. Habalo	Regular Member
28 15. Mr. Dennis Charl F. Andalajao	Alternate Member
29 16. Dr. Regina Empeso	TWG Member
30 17. Mrs. Karla P. Antonio	Secretariat Chairperson
31 18. Mr. Andrie P. Amor	Secretariat Member
32 19. Mr. Jesse John Pagasian	Secretariat Member

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34 **II. PRELIMINARIES**

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36 The Bids and Awards Committee (BAC) Chairperson Dr. Joelyza M. Arcilla, with the  
37 presence of the members of the BAC, TWG, Secretariat and the bidders closed the  
38 submission of the bid proposal at exactly 9:00 AM at 3<sup>rd</sup> Floor Division Conference  
39 Room, DepEd Negros Oriental.

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41 **III. CALL TO ORDER**

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43 The meeting started with a prayer followed by a salute to the nation.

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45 BAC Secretariat Member, Ms. Ma. Irene Cecilia A. Elemia called the roll of BAC Regular  
46 Members, Alternate Members, TWG Members, Secretariat Members and bidders who  
47 attended the meeting physically and virtually.

48  
49 Having three (3) BAC Regular Members physically present and three (3) attended  
50 virtually, a quorum was established.

51  
52 Dr. Joelyza M. Arcilla, Chairperson of the Bids and Awards Committee (BAC), and  
53 presiding officer called the meeting to order at 9:05 AM.

55 **IV. OPENING OF BIDS**

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57 **Lot 1 - Common Office Supplies/Consumables & Cleaning Supplies**

58

59 BAC Chairperson Dr. Joelyza M. Arcilla, BAC Vice-Chairperson Dr. Rachel B. Picardal  
60 and Alternate Member, Dr. Karl T. Credo opened the submitted Bid Proposals of two (2)  
61 bidders.

62

NAME OF BIDDER/S	TOTAL BID AMOUNT	REMARKS
Pink Pen Commercial	Php 1,674,142.52	Complying Bid
Mesam Trading	Php 1,613,951.42	Lowest Complying Bid

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64 No concerns were raised in the Bid Proposals during the assessment of the documents  
65 submitted.

66

67 The evaluation of the requirements ended at 9:30 AM.

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69 BAC Chairperson Dr. Joelyza M. Arcilla, read the Abstract of Bids (As Read) as soon as  
70 the assessment was completed for the submitted Bid Proposal.

71

72 BAC Chairperson Dr. Joelyza M. Arcilla declared Mesam Trading as the lowest  
73 complying bidder subject for Bid Evaluation and Post Qualification.

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75 BAC Chairperson Dr. Joelyza M. Arcilla informed the Representative of Mesam Trading  
76 to contact BAC Secretariat Member and Supply Officer Dr. Ruby Jean Bidaure for  
77 further instructions and schedules of the next activities.

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79 **V. ADJOURNMENT**

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81 There having no other matters and concerns, BAC Alternate Member Dr. Karl T. Credo  
82 moved to adjourn the meeting and was seconded by BAC Vice-Chairperson Dr. Rachel  
83 B. Picardal.

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85 The meeting was adjourned at 9:36 AM.

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87 Prepared by:

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90 **IVONE MARIE M. VILAFRANCA**

91 BAC Secretariat Member

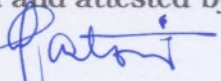
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94 Checked and attested by:

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97 **KARLA P. ANTONIO**

98 BAC Secretariat Chairperson

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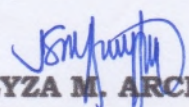
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Noted:



**JOELYZA M. ARCILLA EdD**

BAC Chairperson