

BIDS AND AWARDS COMMITTEE

OPENING OF QUOTATION

June 25, 2020 | 9:15 am | PSDS Office, SDO-Marikina City

Name of Project/s:

- **DepEd 20-SDO-100** - Provision of Office Supplies and Materials for the Division Office Use (SDS, PSDS, HRMO, and SGOD Office) **ABC: Php 55,770.00**
- **DepEd-20-SDO-101** – Provision of Office Supplies for the Division Office Use for 2nd Quarter (Not Available at the Procurement Service) **ABC: Php 27,500.00**
- **DepEd-20 -SDO-075** – Provision of Office Equipment (Not Available at Procurement Service) **ABC: Php 7,600.00**

ATTENDEES:

Dr. Elisa O. Cerveza, *BAC Chairperson*
 Dr. Elizalde Q. Cena, *BAC Vice-Chairperson*
 Mr. Claro L. Capco, *BAC Member*
 Mr. Joseph T. Santos, *BAC Member*
 Mr. Galcoso C. Albuero, *BAC Member*
 Mr. Lauro Z. de Guzman, *BAC TWG Head*
 Atty. Ceasar Augustos Cebujano, *BAC TWG Member*
 Ms. Leilani Villanueva, *BAC Secretariat Head*
 Ms. Doris R. Jasme, *BAC Secretariat Member*
 Ms. Erliza Viernes, *BAC Secretariat Member*
 Ms. Anna Marie Exequiel, *Observer*

MEETING PROPER:

1. The Opening of Quotation was held at the PSDS Office and via video conferencing using Google Meet. It commenced at 9:30 AM with a short prayer and roll call led by the BAC Secretariat Head.
2. The BAC Chairperson declared a quorum since all the members of the BAC were present.
3. The BAC Secretariat Head presented the number of quotations received for each project:

Project	No. of Quotations
DepEd 20-SDO-100	2
DepEd 20-SDO-101	3
DepEd 20-SDO-075	1

4. The BAC TWG assisted the BAC members in opening the envelopes and proceeded with the comprehensive inspection of the technical and financial documents submitted by each participating bidder for each project. The result is shown in the table below:

Project	Bidder	Bid Amount	Remarks
DepEd 20-SDO-100	1. Syspoint, Inc.	Php 54,000.00	Lone Calculated Quotation
	2. Minute Press Office and School Supplies	-	Incomplete technical requirements
DepEd 20-SDO-101	1. MAC Enterprises	Php 27,040.00	3rd
	2. Tarp Ink Enterprises	Php 27, 250. 00	2nd
	3. Minute Press Office and School Supplies	Php 26, 450.00	Lowest Calculated Quotation
DepEd 20-SDO-075	1. MAC Enterprises	Php 7,560.00	Lone Calculated Quotation

5. OTHER MATTERS:

- a. For the Post-Qualification of the lowest calculated quotation, Atty. Cebujano suggested to require the winning bidders to bring the original documents and sample products to the Division Office for inspection due to Covid 19 pandemic. It was agreed by the body. However, the BAC will check the physical office or storeroom of the winning bidder via online or face to face if necessary but observing the minimum health and safety protocols of IATF and DOH.
- b. Because of the risk during the operation or post-qualification, Atty. Cebujano laid down his proposal to have an insurance for the BAC members. The body accepted the proposal and advised Atty. Cebujano to draft a resolution on this matter.
- c. Dr. Cerveza requested Ms. Leilani Villanueva to send the submitted technical and financial documents by the winning bidders to the FB group for transparency.
- d. Dr. Cena will follow up the SARO for the Palarong Pambansa – related BEFF projects to facilitate its downloading to the Division Office.

6. The meeting was officially adjourned at 9:55 am.

Prepared by:

Reviewed by:

ERLIZA S. VIERNES (Sgd.)
BAC Secretariat Member

LEILANI N. VILLANUEVA (Sgd.)
BAC Secretariat Head

Certified True and Correct:

LAURO Z. DE GUZMAN (Sgd.)
BAC TWG-Head

GALCOSO C. ALBURO (Sgd.)
BAC Member

CLARO L. CAPCO (Sgd.)
BAC Member

JOSEPH T. SANTOS (Sgd.)
BAC Member

ELIZALDE Q. CENA (Sgd.)
BAC Vice-Chairperson

ELISA O. CERVEZA (Sgd.)
BAC Chairperson