

Republic of the Philippines  
Province of Davao de Oro  
**OFFICE OF THE GOVERNOR**  
**BIDS AND AWARDS COMMITTEE**



EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING OF THE BIDS AND AWARDS COMMITTEE (BAC) AND PUBLIC BIDDING HELD ON JUNE 10, 2025 AT THE BAC CONFERENCE ROOM, 3<sup>RD</sup> FLOOR, EXECUTIVE BUILDING, PROVINCIAL CAPITOL COMPLEX, CABIDIANAN, NABUNTURAN, DAVAO DE ORO.

**Present**

- |   |   |                 |
|---|---|-----------------|
| 1 | Ms. Lara Zaphire Kristy N. Bermejo, MPA | BAC Chairperson |
| 2 | Dr. Rolando S. Simene, MRDM             | BAC Member      |
| 3 | Engr. Roderick M. Digamon               | BAC Member      |
| 4 | Atty. Maria Cor Reyna M. Mutoc, CPA     | BAC Member      |

**Others Present**

- |   |                                     |                      |
|---|-------------------------------------|----------------------|
| 1 | Mr. Jenes B. Miñoza, MPA            | BAC Secretariat–Head |
| 2 | Mr. Alvin Ross J. Gisma             | TWG Member           |
| 3 | Dr. Ma. Grace C. Lim, FPSMS         | TWG Member           |
| 4 | Mr. Joseph Randy M. Loy, RN, MMCMR  | TWG Member           |
| 5 | Engr. Joy C. Manabat, CE, MPA, MRDN | TWG Member           |
| 6 | Ms. Joyzel R. Odi, DBMIS            | TWG Member           |
| 7 | Ms. Cristie M. Plaza, CPA           | TWG Member           |
| 8 | EnP. Marilyn A. Perlas, MExED       | TWG Member           |
| 9 | Mr. Ronald C. Sibayan, MExEd        | TWG Member           |

**On Official Business**

- |   |                             |                      |
|---|-----------------------------|----------------------|
| 1 | Dr. Abigail A. Amores, MPM  | TWG Member           |
| 2 | Mr. Lewis Jake G. Caiman    | BAC Vice–Chairperson |
| 3 | Engr. EAV Julian M. Mahinay | TWG Member           |

**RESOLUTION NO. SB-06.10.06**  
**SERIES OF 2025**

**“A RESOLUTION RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY (HOPE) TO AWARD PURCHASE REQUEST NO. 25-2672 OFFICE SUPPLIES WITH A CONTRACT AMOUNT OF EIGHTY-EIGHT THOUSAND NINETY-SIX PESOS (₱88,096.00) TO TOPCESS TRADING CORPORATION WHO OFFERED THE LOWEST CALCULATED AND RESPONSIVE QUOTATION FOR THE PROCUREMENT OF GOODS THROUGH SHOPPING UNDER SECTION 52.1 (B) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS OF R.A. 9184;”**

**WHEREAS**, the Bids and Awards Committee (BAC) approved the recommendation of the Technical Working Group (TWG) that the procurement of goods covered by the abovementioned purchase request be done by way of Shopping under Section 52.1 (B) of 2016 Revised Implementing Rules and Regulations of R.A. 9184;

**WHEREAS**, Section 52.1 (B) of 2016 Revised IRR of R.A. 9184 further explains the procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding the thresholds prescribed in Annex “H” of the IRR;

**WHEREAS**, a canvass of quotations was duly conducted to the technical, legal, and financially capable suppliers to deliver the goods covered by the abovementioned purchase requests;

**WHEREAS**, the prices of quotations were obtained within the prescribed timeline, which were opened, evaluated, and verified by the Committee;

**WHEREAS**, upon careful evaluation and verification, the suppliers offered the lowest calculated and responsive quotation.

**WHEREFORE**, on motion of Dr. Rolando S. Simene and duly seconded by Engr. Roderick M. Digamon; it was,



**NOW THEREFORE**, the Bids and Awards Committee, RESOLVE as it is hereby RESOLVED to recommend to the Head of the Procuring Entity (HoPE) to award the abovementioned purchase requests to the corresponding suppliers who offered the lowest calculated and responsive quotation for the procurement of goods through Shopping under Section 52.1 (B) of 2016 Revised Implementing Rules and Regulations of R.A. 9184.

**RESOLVED FINALLY**, that copies of these resolutions be forwarded to offices concerned for information, guidance, and appropriate action.

Certified true and Correct:

  
**JENES B. MINOZA, MPA**  
Head BAC Secretariat

Conformed by:

  
**LARA ZAPHIRE KRISTY N. BERMEJO, MPA**  
BAC-Chairperson


*On Official Business*  
**LEWIS JAKE G. CAIMAN**  
BAC -Vice Chairperson

  
**ATTY. MARIA COR REYNA M. MUTOC, CPA**  
BAC Member

  
**RODERICK M. DIGAMON, CE**  
BAC Member

  
**ROLANDO S. SIMENE, DVM, MRDM**  
BAC Member

Action Taken: Approved/Disapproved

  
**DOROTHY P. MONTEJO-GONZAGA**  
Governor  
Head of the Procuring Entity  
Approved on \_\_\_\_\_