

Republic of the Philippines  
OVERSEAS WORKERS WELFARE ADMINISTRATION

**BIDS AND AWARDS COMMITTEE**  
**Pre-Bid Conference on Bidding for One (1) Lot – Subscription of a Managed Contact Center System Solution for Six (6) Call Center Seats for OWWA Hotline 1348**

**MINUTES OF THE MEETING**  
10<sup>th</sup> Floor, OWWA Conference Room  
November 21, 2018

**I. Attendance**

Present:	DA Josefino I. Torres	-	Chairperson
	Dir. Emma V. Sinclair	-	Vice Chairperson
	Atty. Robert R. Chuan	-	Regular Member
	Mr. Herminigildo D. Mendoza	-	Regular Member
	Dir. Cristina Quismundo	-	Provisional Member/ Regular TWG
	Mr. Joseph John Q. Padilla	-	TWG

**Secretariat:**

	Mr. Ronald A. Mina	-	Head, BAC Secretariat
	Ms. Nimfa C. Unica	-	BAC Secretariat
	Mr. Juan M. Parco, Jr.	-	BAC Secretariat
	Mr. Vincent E. Co	-	BAC Secretariat
	Ms. Jenny-Vi A. Boctoy	-	PPMD Staff
	Mr. Jose Ariel A. Marcos	-	PPMD Staff
	Ms. Marian Gabrielle F. Pizarra	-	PPMD Staff

**Bidders:**

	Mr. Danny Dungka	-	PLDT
	Mr. Ronald Buencamino	-	ePLDT
Absent:	Mr. Martel R. Dasayon	-	TWG

**II. Call to Order**

There being a quorum, the Chairperson, Josefino I. Torres presided/called the meeting to order at 10:28 a.m.

**III. Highlights of the Meeting:**

1. Messrs. Danny Dungka and Ronald Buencamino, representatives of the Philippine Long Distance Telephone Company (PLDT) and ePLDT, respectively attended the pre-bid conference for the Bidding for One (1) Lot – Subscription of a Managed Contact Center System Solution for Six (6) Call Center Seats for OWWA Hotline 1348.
2. The BAC Secretariat led the presentation of the pre-bid orientation, and then the group proceeded with the open forum.
3. Mr. Buencamino asked on the amount price of the bidding documents. The BAC Secretariat replied that the cost is Two Thousand Pesos (Php 2,000.00).

4. The prospective bidders were also informed that the bidding documents is already available at the Room 301, 3rd Floor OWWA Center 7th Street cor. F.B. Harrison Street, Pasay City from 8:00 am to 5:00 pm, Mondays to Fridays. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and at the OWWA Website.
5. The Chairperson reiterated that the schedule of bid opening and the deadline of submission is on December 03, 2018 at 10:00 a.m.

#### IV. Adjournment

There being no other matters to discuss, the Chairperson adjourned the meeting at 10:36 a.m.

Prepared by:



**RONALD A. MINA**  
Head, BAC Secretariat

Approved by:



**JOSEFINO I. TORRES**  
BAC Chairperson