

Republic of the Philippines  
OVERSEAS WORKERS WELFARE ADMINISTRATION

**BIDS AND AWARDS COMMITTEE**  
**Pre-bid Conference on Bidding for Supply and Delivery of One (1) Lot Maintenance Supplies (Electrical, Telephone, Hardware, Plumbing and Construction)**

**MINUTES OF THE MEETING**  
10<sup>th</sup> Floor, OWWA Conference Room  
October 17, 2018

**I. Attendance**

Present: Dir. Emma V. Sinclair - Vice Chairperson  
Mr. Herminigildo D. Mendoza - Regular Member  
Dir. Cristina Quismundo - Regular TWG  
Engr. Gerardo S. Gatchalian - TWG  
Mr. Allan P. Almodiel - TWG

**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

**Bidders:**

Mr. Emil Engo - Boston Builders Center

Absent: DA Josefino I. Torres - Chairperson  
Atty. Robert R. Chuan - Regular Member  
Mr. Levin T. Gabutan - Provisional Member  
Mr. Martel R. Dasayon - TWG  
Mr. Ronald A. Mina - Head BAC Secretariat

**II. Agenda**

Bidding for One (1) Lot Supply and Delivery of Various Maintenance Supplies.

**III. Call to Order**

There being a quorum, Vice-Chairperson, Dir. Emma V. Sinclair presided/ called the meeting to order at 12:25 p.m.

**IV. Highlights of the Meeting:**

1. The Vice-Chairperson gave the opening remarks and introduced the members of the BAC, Provisional Member, Technical Working Group and the members of the Secretariat to the bidders. Also, she acknowledged the lone prospective bidder present in the Pre-Bid Conference and instructed the Secretariat to start the Pre-Bid Orientation.

