

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION

BIDS AND AWARDS COMMITTEE
Pre-bid Conference on Bidding for Service Provider for Private Courier Services for
CY 2019 – Early Procurement

MINUTES OF THE MEETING
10th Floor, OWWA Conference Room
October 17, 2018

I. Attendance

Present: Dir. Emma V. Sinclair - Vice Chairperson
Mr. Herminigildo D. Mendoza - Regular Member
Ms. Aurea E. Rivero - Provisional Member
Dir. Cristina Quismundo - Regular TWG
Ms. Brenda S. Salazar - 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. Joseph S. Javier - Premier Logistics Inc.
Mr. Josel Tayzon - Maitag Ortigas Corp.
Ms. Jaedee Luz Barairo - Maitag Ortigas Corp.

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

II. Agenda

Bidding for Service Provider of Courier Services for CY 2019.

III. Call to Order

There being a quorum, BAC Vice-Chairperson, Dir. Emma V. Sinclair presided/ called the meeting to order at 10:45 a.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 bidders present in the Pre-Bid Conference and instructed the Secretariat to start the Pre-Bid Orientation.
2. The Secretariat proceeded with the details on the bidding documents, eligibility and technical documents, financial documents, technical requirements of the project.

