

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION

BIDS AND AWARDS COMMITTEE
Pre-Bid Conference on Bidding for One (1) Lot – Supply and Delivery of Various Office Furniture for CY 2019

MINUTES OF THE MEETING

5th Floor, Rm. 503 Office of the Deputy Administrator for Administrative and Fund Management
December 14, 2018

I. Attendance

Present: DA Josefino I. Torres - Chairperson
Atty. Robert R. Chuan - Regular Member
Mr. Herminigildo D. Mendoza - Regular Member
Mr. Levin T. Gabutan - Provisional Member
Engr. Gerardo S. Gatchalian - TWG
Mr. Allan P. Almodiel - TWG
Mr. Martel R. Dasayon - Regular TWG

Secretariat:

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

Bidders:

Ms. Marites Baquiran - Design Excellence
Absent: Dir. Emma V. Sinclair - Vice Chairperson
Dir. Cristina Quismundo - Regular TWG
Mr. Ronald A. Mina - Head, BAC Secretariat

II. Call to Order

There being a quorum, the Chairperson, Josefino I. Torres presided/called the meeting to order at 9:53 a.m.

III. Highlights of the Meeting

1. Ms. Marites Baquiran, representative of Design Excellence, attended the pre-bid conference for the Bidding for One (1) Lot – Supply and Delivery of Various Office Furniture for CY 2019.
2. The BAC Secretariat led the presentation of the pre-bid orientation, and then the group proceeded with the open forum.
3. Some issues/clarifications discussed:
 - Ms. Marites Baquiran of Design Excellence raised the following concerns:

Technical Specifications
o # 13

- if requirement of metal leg is required.
- if wood leg is allowed.
- If the schedule of bid opening on December 26, 2018 would be declared as a holiday.
- The BAC and TWG clarified the raised concerns as follows:
 - The bidder must follow the technical specification indicated in the bidding documents.
 - If December 26, 2018 would be declared as a holiday, the BAC would issue an advisory or the new schedule would be placed on the Supplemental Bid Bulletin.
- 4. The BAC Secretariat reiterated that the bidding documents are available at the Procurement and Property Management Division, Room 301, Third Floor OWWA Center, 7th Street cor. F.B. Harrison Street, Pasay City.
- 5. The Chairperson reiterated the schedule of bid opening and the deadline of submission on December 26, 2018 at 9:00 a.m. at the Office of the Deputy Administrator for Administrative and Fund Management, Rm. 503, 5th Floor, OWWA Building, Pasay City.

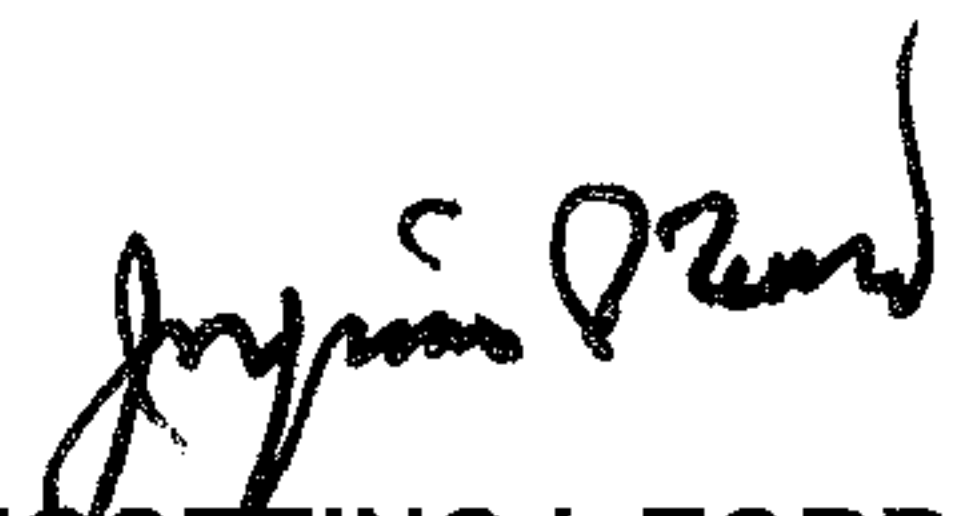
IV. Adjournment

There being no other matters to discuss, the Chairperson adjourned the meeting at 10:08 a.m.

Prepared by:


NIMFA C. UNICA
Member, BAC Secretariat

Approved by:


JOSEFINO I. TORRES
BAC Chairperson