



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 096-2020

DATE : 02 December 2020
TIME : 2:30 p.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Josephine M. Napiere	-	Regular Member (via zoom)
Diane Steffi T. Guillamon	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Milagros Lourdes P. Perez	-	Assistant Head
Mitchie F. Manatad	-	Head, TWG
Charlemagne V. Santillan	-	Member, TWG
Janneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Aida T. Dela Cruz	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG

Contractors' Representatives:

Shiela Marie Plarison	-	Summit Meridien Construction Group, Inc.
Vince Gumangon	-	Ritvit Construction and Development Corp.
Erika Mijares	-	Cytracon Corporation
Jessica Bonode	-	Cytracon Corporation

CALL TO ORDER:


The Head, Secretariat read the attendance of the BAC Members, TWG and Secretariat Members and Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 3:00 p.m.

HIGHLIGHTS:


1. The Chairperson presented the sole item in the Agenda items which is the Pre-Bid Conference for the Renovation of PPA Head Office Comfort Rooms.
2. Pre-Bid Conference for the Renovation of PPA Head Office Comfort Rooms
 - 2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
 - 2.2 Mr. Gumangon, representative of Ritvit Construction and Development Corp. inquired if a bidder is required to submit six (6) copies of its technical and financial proposals. Atty. Manatad clarified that bidders are required to submit a total of seven (7) copies of its proposals, one (1) original and six (6) duplicate copies. Those documents are required to be submitted to other departments, the COA and the end-user. Likewise, the documents are being used by the TWG members in the evaluation of the bid proposals.

Mr. Gumangon also inquired if the bid documents should be book-bound and hard-bound. Atty. Manatad replied that the bid documents should be hard bound, book bound, properly labelled with index tabs.
 - 2.3 Ms. Mijares, representative of Cytracon Corporation requested if they could have a copy of plans and drawings intended for the project. The Chairperson said that copies of the plans and drawings are available at the BAC office where they can secure copies thereof.
 - 2.4 The Head, Secretariat reminded the prospective bidders of the deadline for the submission and opening of bids.
3. There being no other matters to be discussed, the meeting adjourned at 3:40 p.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


MARK JON S. PALOMAR
Chairperson, BAC-PGCS