



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 099-2020

DATE : 04 December 2020  
TIME : 10:45 a.m.  
VENUE : Function Room B, 7<sup>th</sup> Floor, PPA Bldg.  
ATTENDANCE :

**BAC Members:**

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Josephine M. Napiere	-	Regular Member
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
Janneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG
Aida T. Dela Cruz	-	Member, TWG
Angeli Cara Dela Paz	-	TWG End-User Representative

**Contractors' Representatives:**

Judith Maneja	-	Doña Alejandra, Inc.
Janine Viray	-	Microgold Information Solution and Products, Inc.
Jefrey Viray	-	Microgold Information Solution and Products, Inc.

**CALL TO ORDER:**

The Head Secretariat read the attendance of the BAC Members, TWG and Secretariat Members, and the Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 11:20 a.m.

**HIGHLIGHTS:**

1. The Chairperson presented the sole item in the Agenda which is the Pre-Bid Conference for the Supply and Delivery of Pantum Ink Toners (PC-210).
2. Pre-Bid Conference for the Supply and Delivery of Pantum Ink Toners (PC-210)
  - 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. Maneja, representative of Doña Alejandra, Inc. inquired if black laser toner cartridge which is compatible with Pantum Ink Toners (PC-210) is acceptable even if the brand is not Pantum.


The Chairperson asked if the specifications required for the toners under the TOR refers to a specific brand, which is Pantum. The Head, Secretariat commented that as a general rule, reference to brand names is not allowed under RA 9184, however if the items or parts are compatible with the existing fleet or equipment of the same make and brand, in order to maintain the performance, functionality and useful life of the equipment reference to brand names may be allowed.

The Chairperson stated that the concern of Mr. Maneja will be taken into consideration and a bid bulletin will be issued, if necessary.
  - 2.3 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 11:45 a.m.

Certified Correct:

  
**LOLITA D. SOLIS**  
Head, BAC Secretariat

Approved:

  
**MARK JON S. PALOMAR**  
Chairperson, BAC-PGCS