

1 PMO PALAWAN
2 **BIDS AND AWARDS COMMITTEE (BAC)**
3 Minutes of the PMO-PLW-BAC Meeting No. 17-2019
4 **Pre-Bidding Conference for the project:**
5 **Procurement of Various Furniture, Fixtures and Equipment under Annual Equipment**
6 **Procurement Plan (AEPP) FOR CY 2019**
7 August 27, 2019, 1:00 P.M.
8 PMO Palawan Conference Room, 2nd Floor, PPA Admin. Building
9 Port Area, Puerto Princesa City, Palawan
10
11 **A. Attendance**
12 Present:
13 **Bids and Awards Committee**
14 Mr. Erwin S. Gatpandan Chairperson, BAC/Division Manager B, TMO Coron
15 Ms. Frasy M. De Guzman Member/Manager, Admin. Division
16 Mr. Allan S. Manuel Member/Port Police Chief Inspector
17
18 **BAC Secretariat**
19 Ms. Mariza O. Nallana Head, Secretariat/Cashier A
20 Engr. Marilou G. Rebras Member/ Supervising Engineer A
21 Ms. Johanna C. Gopaco Member/Cashier B
22 Ms. Laila B. Briones Member/HRMO II
23 Ms. Essie Ivana P. Bacchus Member/Procurement Officer B
24
25 **Technical Working Group**
26 Ms. Nora Angela B. Antenor Member, TWG /Admin Officer IV
27 Ms. Aileen R. Uy Member/Corp. Finance Services Chief
28 Mr. Armando M. Serraon Member/ Construction Foreman
29
30 **Bidder**
31 Mr. Majerski Fider Representative, Asahi Design Centre Inc.
32 Mr. Erick Causing Representative, Lilyhill Trading
33 Mr. Elmer Javior, Jr. Representative, Lilyhill Trading
34
35 **B. Call to Order**
36 The meeting, presided over by the Chairperson, was called to order at 1:15 P.M. The presence of the
37 members, technical working group, secretariat and prospective bidders was acknowledged, and having
38 the majority of the BAC members present, a quorum was declared.
39
40 The BAC proceeded with the main agenda.
41
42 **C. Reading and Approval of Minutes of the Pre-Procurement Conference**
43 Copies of the Minutes of the Pre-Procurement Conference held on August 13, 2019 were distributed to
44 the BAC members for review and approval. After the review, Ms. Frasy M. De Guzman suggested to
45 remove the "End-user" on line 28 and moved for the approval and adoption of the Minutes of the Meeting
46 No. 16-2019 as corrected, duly seconded by Mr. Allan S. Manuel.
47
48 **D. Pre-Bid Conference**

49 The Chairperson read and explain thoroughly the instructions for the Submission of Bids to the prospective
50 bidders and advised that all instructions, technical specifications and requirements of the projects are
51 stated in the Philippine Bidding Documents.

52

53 Mr. Erick Causing of Lilyhill Trading asked if the items to be bid are by lot or per item, and was cleared by
54 the Chairperson that it can be bid per item and the computation of the bid securing declaration is based
55 on the Approved Budget for the Contract (ABC) of the bided items.

56

57 The prospective bidder was further reminded that the opening of bids is on September 9, 2019 and all
58 bids must be submitted on or before 8:30 A.M. of the said date.

59

60 **E. Other matters**

61 None

62

63 **E. Schedule of the next meeting**

64 The Chairperson announced the schedule of the opening of bid conference for this project is on
65 September 9, 2019 at 9:00 A.M.

66

67 **F. Adjournment:**

68 There having no other concerns from the BAC Members, the Chairperson declared the meeting adjourned
69 at 2:07 P.M.

70

71 Prepared by:

Reviewed by:

Noted by:

72

73

74  ESSIE IVANA P. BACCHUS

75 Member, Secretariat



MARIZA O. NALLANA

Head, Secretariat



ERWIN S. GATPANDAN

Chairperson, PMO-PLW-BAC