

**Minutes of PMO-MOC-BAC Meeting**  
**Pre-Bid Conference (Negotiated Procurement)**  
August 16, 2019 @ 2:00PM, GAD Hall, PMO Bldg. 2, Port Area, Cagayan de Oro City

*Contract for the Supply, Delivery, Installation/Structured Cabling, Testing and Commissioning of LED Flat Screen Television Sets with Wires and Accessories for the Baseport Cagayan de Oro, Port Management Office of Misamis Oriental/Cagayan de Oro (PMO-MOC)*

**A. Attendance:**

- |                               |  |
|-------------------------------|--|
| 1. Claro Samuel P. Fontanilla | - Vice-Chairperson, PMO-MOC-BAC                                  |
| 2. Antonio M. Torcino, Jr.    | - Regular Member, PMO-MOC-BAC                                    |
| 3. Edsel A. Calo              | - Regular Member, PMO-MOC-BAC                                    |
| 4. Maria Chona R. Fabia       | - Alternate Member   |
| 5. Jonathan F. Saliring       | - Provisional Member   |
| 7. Cherryl C. Padilla         | - Member, TWG-PGCS   |
| 8. Emiliano Aivo III A. Ramos | - Member, TWG-PGCS   |
| 9. Carmelita T. Dinero        | - Member, TWG-EP   |
| 10. Ryan P. Nalzar            | - Member, Secretariat  |
| 11. Jonathan A. Perez         | - Member, Secretariat  |
| 12. Kaiser Villamor           | - Bidder's Representative<br>Ace Logic Computer Solutions        |
| 13. Jelo Solamillo            | - Bidder's Representative<br>Ace Logic Computer Solutions        |
| 14. Ethel Español             | - Bidder's Representative<br>Savertech Computer Sales & Services |
| 15. Camille L. Neri           | - Bidder's Representative<br>Microtrade GCM Corp.                |
| 16. Kenneth Lai               | - Bidder's Representative<br>Microtrade GCM Corp.                |
| 17. Fidela M. Sanchez         | - Member, Secretariat  |

**B. Meeting Proper:**

1. The meeting was called to order by the PMO-MOC-BAC Vice-Chairperson, Engr. Samuel P. Fontanilla for the Pre-Bid Conference for the Negotiated Procurement re: Contract for the Supply, Delivery, Installation/Structured Cabling, Testing and Commissioning of LED Flat Screen Television Sets with Wires and Accessories for the Baseport Cagayan de Oro, Port Management Office of Misamis Oriental/Cagayan de Oro (PMO-MOC).
2. Engr. Fontanilla read and discussed the Invitation to Bid. He emphasized that since this is already a Negotiated Procurement, the cost of the Bidding Documents is already free of charge. He added that there were six prospective bidders invited, or were given a letter invitation to participate in the upcoming procurement. Name of Invited Supplier/s are the following:
  - a) Ace Logic Computer Solutions
  - b) COMFAC CORPORATION
  - c) Microtrade GCM Corporation
  - d) Savertech Computer Sales & Services
  - e) Trends Technologies Inc.
  - f) WIZMASTER CORPORATION

3. Considering also that this is already a Negotiated Procurement, the discussion was focused only on the major changes, such as the date and time of the Submission and Opening of Bids. As well as the number of copies to be submitted.
4. Engr. Fontanilla also explicitly discussed the preparation of their Financial Bid, wherein the bidders are instructed to indicate separately the 12% VAT. As illustrated, their Bid for the whole lot, specifically for the 28 units TVs including the wires and accessories, plus, the 12% VAT would be their Total Bid or "Financial Offer" for the said project.
5. He also reminded the prospective bidders not to leave any blank on the required items, rather to put N/A if not applicable, and to indicate zero (0) or a dash (-), said item would mean that it is being offered for free to the Government
6. Engr. Fontanilla reminded the prospective bidders regarding the schedule of the Opening of Bid which will be on August 22, 2019, 2:00 at GAD Hall, PPA-PMO Building 2. Deadline for the submission of bids is at 1:30PM on same day, with reference to the Biometric Scanner located at the lobby, as the official time.

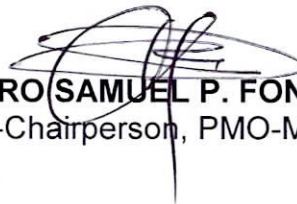
Engr. Fontanilla asked for any questions/clarifications from the prospective bidders, since there was none, and there be no other matters to be discussed, the Vice-Chairperson expressed his thanks to all present especially to the prospective bidders, and the meeting was adjourned at 4:00 PM.

Prepared:



**FIDELA M. SANCHEZ**  
Member, Secretariat

Approved by:



**CLARO SAMUEL P. FONTANILLA**  
Vice-Chairperson, PMO-MOC-BAC