



**PMO-ZAMBOANGA -BIDS AND AWARDS COMMITTEE
(PMO-ZAMBOANGA-BAC)**

MINUTES OF THE MEETING ON PRE-BID CONFERENCE

December 4, 2018 at 2:00PM, PPA Conference Room

**PROCUREMENT OF ONE (1) LOT – SUPPLY AND DELIVERY OF FOURTEEN (14) UNITS AIR
CONDITIONERS (FLOOR MOUNTED, SPLIT AND WINDOW TYPE) WITH INVERTER AND
REMOTE CONTROL FOR PPA, PMO-ZAMBOANGA, ZAMBOANGA CITY**

Present:

Johnson D. Kho	BAC Chairperson
Francisca Clarissa P. Dagoy	BAC Vice Chairperson
Rosebell L. Sanson-Ammad	BAC Member
Maria Elena P. Flores	BAC Member
Genesis S. Porras	BAC Member
Luz Mary Vic V. Garcia	BAC Provisional Member
Arthur B. Nogas	BAC Member
Tashma H. Asid-Maadil	TWG, Head
Melanie C. Barrios	TWG, Member
Mahson S. Ukkoh	TWG, Member
Marietta M. Miñoza	TWG, Member
Sandra O. Domingo	TWG, Member
Darwisa J. Lipaygo	Secretariat, Head
Chris V. Suano	Secretariat, Member
Mark S. Revillas	Secretariat, Member
Jhoan B. Carillo	Secretariat, Member
Shiela Mar M. Pearson	Secretariat, Member

Other Present:

Reynaldo A. Mani	COA Observer
Elyzel P. Nobreras	St. Joseph Industrial Marketing Representative
Liezl Lao	Victorious General Merchandise & Services Representative
Valentin Aban	National Commercial Representative
Jesus Bejerano	National Commercial Representative

MINUTES

1. The Chairperson, Engr. Johnson D. Kho, called the meeting to order at 2:26PM. He requested BAC TWG Member Melanie C. Barrios to lead the prayer followed by BAC Secretariat Member, Shiela Mar M. Pearson, for the reading of Attendance Sheet.

Ms. Pearson also informed that Notice of Meeting were sent and received by the observers:

1. Commission on Audit

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines
PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; (062) 991-0650 TeleFax (062) 991-2360
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2. Catholic Bishop Conference of the Philippines
3. Zamboanga Chamber of Commerce and Industry Foundation Inc.

Since all BAC Members were present, Chairperson, Engr. Kho declared that there was quorum.

The Chairperson Kho acknowledged the presence of Mr. Reynaldo A. Mani, COA Representative/Observer and Representatives from St. Joseph Industrial Marketing; Victorious General Merchandising and Services, and National Commercial.

2. He announced that the Pre-Bid Conference is for the Procurement of One (1) lot – Supply and Delivery of Fourteen (14) Units Air Conditioners (Floor Mounted, Split and Window Type) with Inverter and Remote Control for PPA, PMO-Zamboanga, Zamboanga City with an Approved Budget of Contract (ABC) of P1,210,500.00.
3. He explained that the purpose of the Pre-Bid Conference is to discuss, clarify and explain, among others, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications from the prospective bidders, and amendments of the bidding documents, if any.
4. Then, Chairperson Kho requested the Technical Working Group (TWG) to proceed with the details of the project and bidding requirements.
 - a. Melanie C. Barrios, TWG Member presented the following:
 - 1) Project Profile
 - 2) Scope of Work
 - 3) Preparation of Bids
 - 4) Checklist of Technical and Financial Requirements
 - 5) Terms and Conditions
 - 6) Format and Marking of Bids, Seven (7) copies of bid documents, one (1)-original and six (6)-machine copies, and
 - 7) Submission of Bids
 - 8) Time and Venue for the Submission of Bids
 - Deadline of Submission of Bids – December 17, 2018 Not later than 2:00 PM
 - Place of Submission – 2nd Floor, PPA Administration Building, Port Area, Zamboanga City
 - 9) Opening of Bids – December 17, 2018 at 2:00 PM 2nd Floor, PPA Administration Building, Port Area, Zamboanga City
5. Chairperson Kho gave the floor to Prospective Suppliers for their inquiries and concerns.
 - The representative of National Commercial, Mr. Valentin Aban, informed that their PhilGEPS is already expired and they are processing their registration. They are worried that their PhilGEPS might not be released in time for the opening of bids on December 17, 2018. Chairperson Kho informed them that they could attached their proof of application and processing with PhilGEPS. The Chairperson emphasized that they should present the documents during the post qualification on December 20-21, 2018.
 - Mr. Aban of National Commercial informed that in their experiences with other agencies, they only require to have their bid documents using a

fastener. Chairperson Kho made mentioned that this is based on the guidelines of RA 9184 requiring to soft-bind the bid documents. This is also for the benefit of the suppliers to make their bid documents tampered proof.

- St. Joseph Representative, Ms. Elyzel Nobreras made a clarification if they still need to stamp "Certified True Copy," for each documents that they will submit, especially on the machine copies bid documents. Chairperson Kho replied that there is no need to stamp each documents with Certified True Copy, because BAC TWG will be validating these comments during evaluation of documents. What they must do is that they need to affix their initials on each page of the original documents before having it machine reproduced. Ms. Miñoza also showed them samples of original and machine reproduced copies of previous bid documents.
6. Ms. Marietta Miñoza made a clarification on the technical specification on bidding forms to the prospective bidders. They should indicate the unit price and the total price for each line item and the grand total for the lot.
 7. Ms. Maria Elena P. Flores inquired if the forms mentioned by Ms. Miñoza are softcopy. Ms. Miñoza replied that she can provide them with soft copies once the prospective suppliers will purchase the bid documents.
 8. The Chairperson asked the body for other matters, there being none, the meeting adjourned at 3:16 PM.

I HEREBY CERTIFY to the correctness of the foregoing minutes.

PREPARED BY:


DARWISA J. LIPAYGO
Head, BAC Secretariat

ATTESTED:


JOHNSON D. KHO
Chairperson, BAC

PMO-ZAMBOANGA
PHILIPPINE PORTS AUTHORITY



PMO-ZAMBOANGA BID AND AWARDS COMMITTEE
PRE-BID CONFERENCE

December 4, 2018 2:00 PM @ PPA Conference Room

1. Public Bidding: One (1) Lot-Supply and Delivery of fourteen (14) units Air Conditioners (Floor Mounted, Split and Window Type) with Inverter and Remote Control for PPA, PMO-Zamboanga, Zamboanga City -ABC Php 1,210,500.00

	NAME	DESIGNATION	SIGNATURE
1	Johnson D. Kho	Chairperson	
2	Francisca Clarissa P. Dagoy	Vice Chairperson	
3	Rosebell L. Sanson-Ammad	BAC Member	
4	Ma. Elena P. Flores	BAC Member	
5	Arthur B. Nogas	BAC Member	
6	Genesis S. Porras	BAC Member	
7	Luz Mary Vic V. Garcia	Provisional Member	
8	Tashma H. Asid-Maadil	TWG, Head	
9	Mahson S. Ukkoh	TWG, Member	
10	Marietta M. Miñoza	TWG, Member	
11	Sandra O. Domingo	TWG, Member	
12	Melanie C. Barrios	TWG, Member	
13	Darwisa J. Lipaygo	Secretariat, Head	
14	Chris V. Suano	Secretariat, Member	
15	Mark S. Revillas	Secretariat, Member	
16	Jhoan B. Carrillo	Secretariat, Member	
17	Shiela Mar M. Pearson	Secretariat, Member	
18	Reynaldo A. Mow/ATM	Commission of Audit Auditor/Representative	
19		Catholic Bishop Conference of the Philippines (CBCP) Representative	
20		Zambo. Chamber of Commerce and Industry Foundation Inc. (ZCCIFI) Representative	
21	Euzel P. Nobrens	St. Joseph and Mtg.	
22	Lical Lan	UMMS Victorious Gen. Merchandise	
23	Valentin Aban	National Council	
24	Leans Bejerano	LI	
25			

Note: The BAC Secretariat send Invitation Letters and Notices of Meeting on November 26, 2018 and received on the same day by COA. CBCP and ZCCIFI received the invitation on November 29, 2018.