



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

MINUTES OF THE MEETING ON PRE-BID CONFERENCE

September 9, 2019 at 2:00PM, PPA Conference Room, 2nd Floor, Admin. Bldg.,
PPA, PMO-Zamboanga, Port Area, Zamboanga City

**ONE (1) LOT SUPPLY AND DELIVERY OF TWENTY FIVE (25) UNITS AIR
CONDITIONING UNITS (ACUs) WINDOW TYPE WITH INVERTER AND REMOTE
CONTROL FOR PPA, PMO-ZAMBOANGA**

Present:

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

Other Present:

Carl Almonia	Victorious Gen. Merchandise & Services Representative
Jonnas G. Bandilao	Metro Coolaire Trading Corp. Representative
Sarah P. Gamorot	Ree Cooling Services Representative

Absent:

Rosebell L. Sanson	BAC Member
Genesis S. Porras	BAC Member

PORT MANAGEMENT OFFICE - ZAMBOANGA

R.T. Lim Boulevard, Zamboanga City 7000, Philippines

PO Box No. 360 Tel. Nos. (062) 991-2037 to 2039; 991-0650 TeleFax (062) 991-2360;

Email : ppa.pmozamboanga@gmail.com/pmozamboanga@ppa.com.ph website: www.ppa.com.ph



1. The Chairperson, Ms. Ma. Elena P. Flores requested BAC TWG Member Melanie C. Barrios to lead the prayer followed by the BAC Secretariat Member, Sheila Mar M. Pearson, for the reading of Attendance Sheet.

Ms. Pearson also informed that Notice of Meeting were sent on September 2, 2019 and received on the same date by the observers namely: 1. Commission on Audit; 2. Catholic Bishop Conference of the Philippines (CBCP); 3. Zamboanga Chamber of Commerce and Industry Foundation Inc.

The Chairperson acknowledged the presence of the Representatives from Victorious Gen. Merchandise & Services Representative, Ree Cooling Services and Metro Coolaire Trading Corporation.

2. The Chairperson announced that the Pre-Bid Conference is for the Procurement of One (1) Lot Supply and Delivery of Twenty Five (25) Units Air Conditioning Units (ACUs) Window Type with Inverter and remote control for PPA, PMO-Zamboanga with an Approved Budget of Contract (ABC) of Php 1,575,000.00
3. She 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. She announced and requested the Technical Working Group (TWG) to proceed with the details of the project and bidding requirement.
 - a. Melanie C. Barrios, TWG Member presented the following:
 - 1.) Project Profile
 - 2.) Technical Specifications
 - 3.) Preparation of Bids
 - 4.) Bid Requirements
 - 5.) Terms and Conditions
 - 6.) Format/Sealing/Marking of Bids
 - 7.) Submission of Bids
 - 8.) Opening of Bids – September 3, 2019 at 2:00PM 2nd Floor , PPA Administration Building, Port Area, Zamboanga City
5. Chairperson Flores gave the floor to Prospective Suppliers for their inquiries and concern.
 - Ms. Sarah P. Gamorot of Ree Cooling Services inquired if the said procurement includes the installation services of the Aircondition Units. Ms. Marietta M. Miñoza, TWG Member informed them that only supply of Aircondition unit is required.
 - The representative of Metro Coolaire Trading Corp. Mr. Jonnas G. Bandilao, informed that their BIR Tax Clearance will be expired on September 13, 2019. Chairperson Flores emphasized that the BIR tax Clearance should be valid during bid opening.
6. In addition, the Chairperson also emphasized to the bidders that they should submit one (1) set of original and six (6) sets of machine copy for the seven (7) BAC

Members. She also informed them that they could have the copies of Technical Specifications once the prospective suppliers will purchase the bid documents.

7. The Chairperson asked the body for other matters.

- The TWG Head, Tashma Asid-Maadil reminded the body of the Pre-Procurement Conference on Repair of Damaged Paving Blocks Pavement at Container Marshalling Yard (CMY) and Concrete Box Culvert, Port of Zamboanga, Zamboanga City, with the ABC of Php 28,972,695.00 on September 10, 2019 10:00 AM at PPA, PMO-Zamboanga Conference Room. In addition, she informed that publication of Invitation to Bid (ITB) posted at Philgeps is still under her account. Since she is not a BAC Secretariat anymore, BAC Secretariat who are utilizing the Philgeps Website should use their separate accounts.
- TWG member, Melanie C. Barrios informed the group that she and Ms. Jhoan B. Carrillo will conduct an echo regarding Government Procurement (RA 9184) and its updates which they attended last September 4-6, 2019.
- TWG member, Marietta M. Miñoza informed the body about the IMS Audit findings for the Small Value Procurement on Goods. The Auditors required the end-user to submit the following: Technical Specification, Scope of Work and Term of Reference. However, Ms. Luz Mary Vic V. Garcia, TWG Member suggested to write and seek clarification to GPBB.

8. There being no other matters to be discussed, the meeting adjourned at 2:55 PM.

I HEREBY CERTIFY to the correctness of the foregoing minutes.


JHOAN B. CARRILLO
BAC Secretariat-Member

ATTESTED:


MARIA ELENA P. FLORES
Chairperson, BAC