

**MINUTES OF THE MEETING
HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 1
ON SEPTEMBER 14, 2020, MONDAY, 11:30 A.M.
AT THE CORPORATE LOUNGE, SIXTH (6TH) FLOOR, PAGCOR CORPORATE
OFFICE, NEW COAST HOTEL, 1588 M.H. DEL PILAR CORNER PEDRO GIL
STREETS, MALATE, MANILA**

AGENDA : PRE-BID CONFERENCE

**SUPPLY AND DELIVERY OF DUPLICATING MACHINES AND
CONSUMABLES *under ITB No. PB20-08-047COR***

PRESENT :	Roderick R. Consolacion	Chairperson, LG
	Aliah M. Comagul	Member, LG
	Jerry Ador G. Tarrobal	Member, SSD
	Carlos C. Canlas	Member, FG
	Chona B. Porcioncula	Alternate Provisional Member, FMED
	Winifredo J. Corral Jr.	Technical Personnel, FMED
	Marlo L. Gonzales	Procurement Officer 1, PD
	Andrea V. Fontanilla	Procurement Assistant, PD
	Fer Cortez	Philcopy Corporation

1.0 CERTIFICATION OF QUORUM:

The representative of the Procurement Department (PD), acting as the BAC Secretariat, certified that there is a quorum.

2.0 CALL TO ORDER:

The Chairperson of the Bids and Awards Committee (BAC) 1, Atty. Roderick R. Consolacion, called the meeting to order at 11:30 a.m.

3.0 PURPOSE:

- 3.1 To explain in detail the contents of the Bidding Documents provided to the Bidders; and
- 3.2 To answer queries the bidders want to clarify relative to the documents issued to them.

4.0 INTRODUCTION:

- 4.1 The Chairperson introduced the members of the BAC 1, the representatives from the end-user, FMED, and the PD. He also acknowledged the presence of the representative of the lone participating bidder, Philcopy Corporation.

4.2 The BAC 1 welcomed any clarifications/queries to the bidder might ask relative to the project, to be able to immediately settle any issues raised.

5.0 DISCUSSION:

5.1 The BAC 1, with the assistance of the end-user and the PD, discussed the salient provisions of the bidding documents and the conduct of the bidding process. Attached hereto as Annex 'A' were the slide presentations, Schedule of Requirements and Technical Specifications for reference.

5.2 The lone prospective bidder said that he would first review the bidding documents and will see if there will be any clarification, then he will either put it in writing or just ask during the pre-screening of the documents.

6.0 ADJOURNMENT:

There being no further matters to discuss, the Chairperson adjourned the meeting at 11:55 a.m.

Prepared by:



OSCAR M. REYES JR.
Procurement Officer 1, PD

Noted by:



MARINEL M. PUNZALAN
Sr. Procurement Officer

ATTESTED BY:



ATTY. RODERICK R. CONSOLACION
Chairperson, LG

Not Present

WILZA S. MAGPUSAO
Vice-Chairperson, ED

Not Present

ANNA MARIE S. CALUAG
Member, HRDD

ATTY. ALIAH M. COMAGUL
Member, LG

JERRY ADOR G. TARROBAL
Member, SG

CARLOS C. CANLAS
Member, FG

CHONA B. PORCIONCULA

Alternate Provisional Member, FMED