

**ENTERPRISE SERVICES GROUP**  
Procurement Department

**MEMORANDUM**

August 6, 2020

**TO :** **THE MEMBERS**  
BIDS AND AWARDS COMMITTEE (BAC) 3

- ◆ Margarita C. Bangi, Vice-Chairperson, HRDG
- ◆ Atty. Dianne DP. Doria-Cerdeña, Member, LG-CID
- ◆ Romeo R. Cruz Jr., Member, FG-TD
- ◆ Catalina F. Villaflor, Member, MEG-ITD
- ◆ Ian Lester D. Baldos, Member, ESG-FMED
- ◆ The BM/Representative, Winford (End-user)

**FROM :** **THE CHAIRPERSON, BAC 3**

**SUBJECT :** **PRE-BID CONFERENCE (PUBLIC BIDDING)**

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This refers to the public bidding of winford for Procurement of Labor and Materials for Preventive Maintenance Services of Four (4) Units Genset @ Ronquillo satellite for Two (2) Years under ITB No. PB20-07-041COR.

*The Bids and Awards Committee (BAC) 3 shall convene on:*

**Date :** **August 10, 2020**  
**Time :** **10:30 a.m.**  
**Venue :** **Zoom Meeting**

Thank you.

  
**JUAN MIGUEL A. MAGLAYA**

MMP/cdn/msw

**MINUTES OF THE MEETING  
HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 3  
ON August 10, 2020, MONDAY, 10:45A.M.**

**AGENDA :** PRE-BID CONFERENCE via ZOOM

**PROCUREMENT OF LABOR AND MATERIALS FOR PREVENTIVE MAINTENANCE SERVICES OF FOUR (4) UNITS GENERATOR SET AT RONQUILLO SATELLITE FOR TWO (2) YEARS UNDER ITB NO.PB18-02-025COR**

**PRESENT :**

Juan Miguel A. Maglaya	Chairperson, CIU
Margarita C. Bangi	Vice-Chairperson, HRDG
Romeo R. Cruz Jr.	Member, FTD
Ian Lester D. Baldos	Member, FMED
Fe Ramos	Alternate Provisional Member, End-User, CF-WINFORD
Jocelyn G. Soriano	End-User, CF-WINFORD
Carlos D. Neyra IV	BAC Secretary, PD
Ivan Symon S. Edralin	BAC Secretary, CF-WINFORD

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**1.0 CALL TO ORDER:**

The representative of the Procurement Department (PD), acting as the BAC Secretariat, certified there is a quorum. The Chairperson, Juan Miguel A. Maglaya called the meeting to order at 10:45a.m.

**2.0 PURPOSE**

- 2.1 To explain in detail the contents of the Bidding Documents provided to the bidders.
- 2.2 To answer queries the bidders want to clarify relative to the documents issued to them.

**3.0 INTRODUCTION / DISCUSSION:**

BAC noted that no bidder attended the Pre-Bid Conference and the BAC will convene again for the Submission and Opening of Bids on August 24, 2020 at 10:15AM.

**4.0 ADJOURNMENT:**

There being no further matters to discuss, the Chairperson adjourned the meeting at 11:20a.m.

Minutes prepared by:

  
**CARLOS D. NEYRA IV**  
Procurement Officer, PD

  
**IVAN SYMON S. EDRALIN**  
A/Procurement Officer, CF-WINFORD

Checked by:

**MARINEL M. PUNZALAN**  
Sr. Procurement Officer, PD

ATTESTED BY:

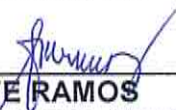
  
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**JUAN MIGUEL A. MAGLAYA**  
Chairperson

NOT PRESENT

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**DIANNE DP. DORIA-CERDENA**  
Member, CID


NOT PRESENT

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**CATALINA F. VILLAFLORES**  
Member, ITD

  
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**FE RAMOS**  
Alternate Provisional Member, End-  
CF-WINFORD

  
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**MARGARITA C. BANGI**  
Vice-Chairperson

  
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**ROMEO R. CRUZ, JR.**  
Member, FTD

  
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**IAN LESTER D. BALDOS**  
Member, FMED

  
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**JOCELYN G. SORIANO**  
Representative, End-user,  
CF-WINFORD