

**MINUTES OF THE MEETING
HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 2
ON FEBRUARY 3, 2021, WEDNESDAY, 2:00 P.M.
AT THE CORPORATE LOUNGE, 6TH FLOOR PAGCOR CORPORATE OFFICE, NEW
COAST HOTEL MANILA, MALATE, MANILA**

AGENDA : PRE-BID CONFERENCE

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
LOAD BALANCER UNDER ITB NO. PB21-00-006COR**

PRESENT : BAC 2 Members:

Roderick R. Consolacion	Chairperson, LG
Janice A. Godornes	Member, LG
Luis Antonio JM V. Dela Concepcion	Member, SG
Ryan F. Cordeta	Member, SG
Carlos C. Canlas	Member, FG

Alternate Provisional Member/End-user:

Catalina F. Villaflor	Senior Manager II, ITD
Arnulfo R. Caliste	Senior Network Officer, ITD

BAC Secretariat:

Jimcel O. Besa	Procurement Officer 1, PD
Ruben B. Villamer Jr.	Procurement Staff II, PD

Prospective Bidders Representative:

Wilfredo Aguilar	Trends & Technologies, Inc.
John Gener Gellecanao	Trends & Technologies, Inc.

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 Bids and Awards Committee (BAC) 2 Chairperson, Atty. Roderick R. Consolacion called the meeting to order at 2:00 p.m.

3.0 PURPOSE OF THE MEETING

3.1 To explain the following:

- a. Salient procedures of the bidding process;
- b. Important provisions of the Bidding Documents;
- c. Schedule of Requirements; and
- d. Technical Specifications and/or Additional Terms and Conditions.

3.2 To answer queries of the bidders relative to the documents issued to them.

4.0 PRE-BID CONFERENCE:

- 4.1 The Chairperson introduced the members of the Committee, End-users, Technical Personnel, and the PD. He also acknowledged the presence of the prospective bidders.
- 4.2 He also welcomed any clarifications/queries the prospective bidders might ask relative to the project, to be able to immediately settle any issues raised.
- 4.3 Clarifications, queries and/or concerns that were not discussed during Pre-Bid Conference should be raised through written communication addressed to BAC 2 thru the PD within ten (10) calendar days before the deadline for the Submission and Receipt of Bids. In reply to the queries, supplemental/bid bulletins will be issued not later seven (7) calendar days before the Bid Opening.

5.0 DISCUSSION



- 5.1 The PD discussed the salient provisions of the bidding documents and the conduct of the bidding process. Attached hereto as Annex 'A' are the slide presentations for reference.
- 5.2 Only one question was raised by Trends & Technologies, Inc., with details as follows:

QUERIES/CONCERNS	RESPONSE
Trends & Technologies, Inc. requested for a clarification on how to fill-up the Bid Form, particularly the inclusion of Taxes in their Financial Offer.	PD replied that they can include all the applicable Taxes except for Value Added Tax (VAT), if they think they don't have applicable Taxes, they can just state "0" or "None".

6.0 ADJOURNMENT:

There being no further matter to discuss, the Chairperson adjourned the meeting at 2:30 p.m.

ATTESTED BY:	
RODERICK R. CONSOLACION Chairperson, LG	
CELESTINA R. ADOR Vice-Chairperson, ASD	NOT PRESENT
JANICE A. GODORNES Member, LG	
CARLOS C. CANLAS Member, TD	
LUIS ANTONINO JM V. DELA CONCEPCION Member, SG	
RYAN F. CORDETA Member, TSD	

CATALINA F. VILLAFLO Alternate Provisional Member, ITD/End-user	
ARNULFO R. CALISTE Alternate Provisional Member, ITD/End-user	

Prepared by:


JIMCEL O. BESA
 Procurement Officer I, PD

Noted by:


BRYAN S. BIGALBAL
 Sr. Procurement Officer, PD





ATTENDANCE SHEET

Form No.	OMS - 544
Revision No.	0
Effectivity	March 15, 2010

Name of Meeting: PRE-BID CONFERENCE (BAC 2)
Supply, Delivery, Installation, and Commissioning of Load Balancer under ITB No. PB21-09-006COR

Date: February 3, 2021 Venue: 6th Floor, Corporate Lounge, New World Manila Bay Hotel

Start Time: 2:00 pm End Time: _____

NAME OF BIDDER	ID NO.	POSITION	DEPT/OFFICE	SIGNATURE
1. Wilfredo Aguilar		Account Manager	Company Name: <u>Trends & Technologies, Inc.</u> Address: <u>6/F Jantillar Plaza</u> <u>105 H.V. Dela Cerna St. Calcuta</u> <u>Village Makati City</u> Tel. No.: <u>0917 890345</u>	
2. JOHN GENE GELLECO		TECH. SPECIALIST	Company Name: <u>TRON & TECH, INC.</u> Address: <u>6/F BATAVIAN PLAZA</u> <u>105 H.V. DELA CERNA ST.</u> <u>CALCUTTA VILLAGE MAKATI</u> Tel. No.: <u>0917 232810</u>	
3.			Company Name: _____ Address: _____ Tel. No.: _____	
4.			Company Name: _____ Address: _____ Tel. No.: _____	
5.			Company Name: _____ Address: _____ Tel. No.: _____	
6.			Company Name: _____ Address: _____ Tel. No.: _____	