



BIDS AND AWARDS COMMITTEE OFFICE

MINUTES OF THE PRE BID CONFERENCE ON THE CONSTRUCTION OF STATE OF THE ART LIBRARY (SUPPLY, DELIVERY AND INSTALLATION OF AC INVERTER UNITS) HELD AT RECORDS MANAGEMENT OFFICE ON OCTOBER 31, 2018 @ 9:00 A.M.

PRESENT:

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| 1. Dr. Flordeliza G. Alburo | - BAC Chairman |
| 2. Dr. Esther D. Tandog | - BAC Member |
| 3. Prof. Anthony M. Miñoza | - BAC Member |
| 4. Prof. Maria Tita C. Castillon | - BAC Member |
| 5. Mr. Ryan O. Cuarez | - TWG |
| 6. Mr. Joseph Vistal | - TWG |
| 7. Mr. Elmer A. Alipao | - TWG |
| 8. Mr. Joseph S. Yatan | - Head, Planning & Development |
| 9. Mr. Agapiito J. Odlime | - Rep, Invertaire Refrigeration Center |
| 10. Mr. Roland Bolo | - Representative, Solidmark, Inc. |
| 11. Mr. Ryan Chester G. Fong | - Head, BAC Secretariat |
| 12. Ms. Ma. Eunice A. Niño franco | - BAC Secretariat |
| 13. Ms. Wenie O. Catubig | - BAC Staff |

The meeting started with a prayer led by Dr. Flordeliza G. Alburo.

The BAC Chairman requested the BAC Secretariat to acknowledge the presence of the BAC Personnel and visitors/guests.

The BAC Chairman read the provisional agenda of the meeting. It was moved by Mr. Joseph A. Vistal to adopt the said agenda and duly seconded by Mr. Ryan O. Cuarez.

The Chairman presented the bidding documents and emphasized the following:

- Declaring of all ongoing projects & completed contracts (Private /Gov't.) including those awarded but not yet started.
- Submission of business entity/PCAB license and Special PCAB license for Joint Venture is separated.
- Submitted documents should have one (1) original copy and two (2) photocopies.
- Upon payment of bidding documents fee, there is a need to present the following original documents:
 - a. Philgeps registration certificate
 - b. Mayor's permit/business permit
 - c. Company ID
 - d. Tax Clearance
 - e. PCAB License
 - f. Gov't. ID
 - g. Notarized copy of company's appointment in the case of Liaison Officer.

The Supplier asked regarding SLCC if the attachment to be submitted is purchase order or official receipt.

According to the Chairman, purchase order and official receipt is accepted to prove the project is awarded.

The Chairman suggested to attach brochures and indicate " **Complied**" on the technical specifications required. She added that during post qualification all items required should be presented.

The Supplier asked for a site inspection for the installation of AC Inverter.

The Chairman asked any queries and there was none. Proceed to site inspection.

Meeting adjourned at 10:15 A.M.

We hereby certify the correctness of this minutes.


RYAN CHESTER G. FONG, MAEng.
Head, BAC Secretariat


MA. EUNICE A. NIÑOFRANCO
BAC Secretariat

Conformed:


FLORDELIZA G. ALBURO, Ph.D.
BAC Chairman