

Pre-bid Conference Minutes
Bids and Awards Committee
7 November 2018, 10:00 am

Attendance:

BAC MEMBERS

MA. THERESA S.M. LAZARO - Vice Chairperson/Member
ERIC P. VANZUELA - Member
GLENN JOSEPH TEH - Alternate Member
KIMBERLY D. ZABALLA - End-User Member
JAMES IAN S. TIRO - End-User Member
MARISSA C. CASTILLO - Observer
TEDDY PAVON - Secretariat Head
ARIEL O. ESPARTO - Secretariat Member

The Pre-bid conference for the Department of Foreign Affairs' procurement of **Procurement of Various Chairs for CY 2018** with an Approved Budget for the Contract of Two Million Five Hundred Fifty Thousand Pesos (PhP2,550,000.00) was held at the BAC Conference Room at 7 November 2018 and presided by BAC Vice Chairperson. The pre-bid conference started at 3pm when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. ACMI
2. Camma Line Ent.
3. Design Excellence Home and Office
4. Progress Home and Office Furnishings

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

For the Clerical Chairs, it was clarified that the Mesh fabric shall only be for the back of the seat, while the seat itself will be foam wrapped by fabric. An appropriate supplemental bulletin will be issued reflecting this clarification as well as other clarifications as to the size and format of the chairs to be delivered.

Due to some clarifications of delivery schedule, the end users stated that it will meet after the pre-bid, and will issue a supplemental bulletin should it be deemed necessary.

Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.