

**Republic of the Philippines  
Department of Foreign Affairs  
Bids and Awards Committee (BAC)**

**MINUTES OF THE MEETING**

**Procurement Project:** Various Flags, Flagpoles and Accessories for 2019  
**Activity Conducted:** Pre-Bid Conference  
**Date and Time:** 22 May 2019; 10:00 A.M.  
**Venue:** BAC Conference Room, 12<sup>th</sup> Floor, DFA Main Bldg.

**I. ATTENDEES**

**BAC MEMBERS**

<b>Ms. Imelda M. Panolong</b>	Chairperson
<b>Ms. Grace Anne G. Bulos</b>	BAC Member
<b>Ms. Susan Phoebe R. Sabado</b>	BAC Member
<b>Mr. Pablo Montilano Jr.</b>	End-user Representative (OAMSS)

**TWG MEMBERS**

<b>Ms. Grace C. Fernandez</b>	Member
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**BAC SECRETARIAT**

<b>Mr. Teddy Edmund T. Pavon</b>	Head
<b>Mr. Linoernbar D. Blanco</b>	Member
<b>Ms. Micaella J. Tobias</b>	Member

**BIDDER/S**

<b>Ms. Carmelita U. Tan Gatue</b>	Atlas Super Flags
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**II. CALL TO ORDER**

The meeting was called to order at 10:09 p.m. upon confirmation of a quorum by the BAC Secretariat.

**III. POINTS DISCUSSED / ACTIONS TAKEN**

- The Chairperson introduced the attendees and one (1) potential bidder namely, Atlas Super Flags
- The Committee went through the Terms of Reference (ToR) for the Procurement of Various Flags, Flagpoles and Accessories with an Approved Budget for the Contract of four million pesos (Php 4,000,000.00) only.

- The bidder asked, regarding the Single Largest Completed Contract (SLCC), if Certificate of Final Acceptance/Completion with the official receipt will suffice for the attachment. The Committee confirmed that it was stated in the Checklist that the copy of the Contract, not a statement of the Contract, must be included in the attachment together with the Certificate of Final Acceptance/Completion or the official receipt.
- The bidder further inquired on the document to be submitted for Single Proprietorship in authorizing representative. The Committee replied that a Special Power of Attorney (SPA) will suffice to represent the owner to authorize to attend and sign documents.
- The Committee reiterated that no amount shall be stated on Section VI. Schedule of Requirements which is included in the eligibility documents enclosed in the first envelope.
- The Committee made a change on item V. Contractor's Obligations, in providing samples of each item to each material type.
- The schedule of activities will be as follows:
  - a. Submission and Receipt of Bids – 4 June 2019, 12:00 noon
  - b. Bid Opening – 4 June 2019, 2:00 p.m.
  - c. Post-Qualification – 5 June 2019, 10:00 a.m.

#### **IV. ADJOURNMENT**

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 10:32 a.m.

Minutes taker: **Ms. Micaella J. Tobias**  
**BAC Secretariat Member**

Noted by: **Mr. Teddy Edmund T. Pavon**  
**BAC Secretariat Head**