

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

MINUTES OF THE MEETING

Procurement Project: Lease of Information and Communications
Technology Equipment for CY 2019

Activity Conducted: Pre-Bid Conference

Date and Time: 5 July 2019; 2:00 P.M.

Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Grace Anne G. Bulos	BAC Member
Ms. Jeanne April Marie P. Bruneau	Alternate BAC Member
Ms. April Aliwalas	End-user Representative (OAMSS – ITCRD)

TWG MEMBERS

Mr. Juan Gerardo V. Garcia	Member
-----------------------------------	--------

BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

No prospective bidders attended the Pre-Bid Conference

II. CALL TO ORDER

The meeting was called to order at 2:09 p.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Committee considered waiting for prospective bidders to arrive until 2:30 p.m.
- The schedule of activities will be as follows:
 - a. Submission and Receipt of Bids – 18 July 2019, 12:00 p.m.
 - b. Bid Opening – 18 July 2019, 2:00 p.m.
 - c. Post-Qualification – 22 July 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 2:30 p.m.

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

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