

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

MINUTES OF THE MEETING

Procurement Project: Common and Non-Common Office Supplies
Foreign Service Posts (FSPs) and OCA-
Aseana

Activity Conducted: Pre-Bid Conference

Date and Time: 05 August 2019; 10:00 A.M.

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

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Jeanne April Marie P. Bruneau	Alternate Member
Ms. Eloisa Katrina V. Madamba	Alternate Member
Mr. Pablo Montilano, Jr.	End-user Representative (OAMSS-PPMD)

BAC SECRETARIAT

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

BIDDER/S

Ms. Precious Ching	MCSA Marketing
Ms. Sharona Fresnoza	FNB Educational, Inc.
Mr. Art Cruz	Redfoxx 88 General Merchandise

II. CALL TO ORDER

The meeting was called to order at 10:21 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and three (3) potential bidders namely, MCSA Marketing, FNB Educational, Inc. and Redfoxx 88 General Merchandise.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Common and Non-Common Office Supplies for Foreign Service Posts (FSPs) and OCA-Aseana with an Approved Budget for the Contract (ABC) of Three Million Nine Hundred Thirty-Nine Thousand Two Hundred and Twenty-Two Pesos (PhP 3,939,222.00) only.
- The Committee informed the prospective bidders that the End-User may provide samples of office supplies stated in the ToR after the Pre-Bid conference.
- The schedule of activities will be as follows:
 - Submission and Receipt of Bids – 19 August 2019. 12:00 p.m.
 - Bid Opening – 19 August 2019, 2:00 p.m.
 - Post-Qualification – 23 August 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 10:37 a.m.

Minutes taker:


Ms. Micaella J. Tobias
BAC Member

Noted by:


Mr. Teddy Edmund T. Pavon
BAC Secretariat Head