

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

**MINUTES OF THE MEETING**

**Procurement Project:** Purified Drinking Water Supply for DFA Main Office, DFA-Aseana and Metro Manila Consular Offices for CY 2020

**Activity Conducted:** Pre-Bid Conference

**Date and Time:** 6 December 2019; 9:00 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. Susan Phoebe R. Sabado</b>	Member
<b>Ms. Jeanne April Marie P. Bruneau</b>	Alternate Member
<b>Ms. Nena G. Enano</b>	End-User Representative (OAMSS-GSD)

**BAC SECRETARIAT**

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

**BIDDER/S**

**No prospective bidder attended the Pre-Bid Conference**

**II. CALL TO ORDER**

The meeting was called to order at 10:00 a.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 10:30 a.m.
- A Supplemental / Bid Bulletin will be posted to reflect the changes in the Terms of Reference made by the End-Users.
- The schedule of activities will be as follows:
  - Submission and Receipt of Bids – 19 December 2019. 10:00 a.m.
  - Bid Opening – 19 December 2019, 12:00 noon
  - Post-Qualification – 20 December 2019, 4:30 p.m.

**IV. ADJOURNMENT**

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 10:30 a.m.

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

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