

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

**MINUTES OF THE MEETING**

**Procurement Project:** System Repair and Piping of the DFA Main Pressure Tank

**Activity Conducted:** Pre-Bid Conference

**Date and Time:** 16 May 2019; 2:00 p.m.

**Venue:** BAC Conference Room, 12<sup>th</sup> Floor, DFA Main Bldg.

**I. ATTENDANCE:**

**BAC MEMBERS**

<b>Ms. Imelda M. Panolong</b>	Chairperson
<b>Ms. Jeanne April Marie P. Bruneau</b>	Alternate BAC Member
<b>Ms. Leslie C. Escosura</b>	Alternate BAC Member
<b>Mr. Jhoanna L. Gonzales</b>	End-user Representative

**TWG Members**

**Mr. Rey S. Sambitan**  
**Mr. Bienvenido V. Miranda, Jr.**  
**Ms. Grace C. Fernandez**

**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>Mr. Jerome Gomes</b>	Jaymar
<b>Ms. Trina Delos Reyes</b>	Golden Arrow Trading
<b>Mr. Jessie Moquete</b>	Golden Arrow Trading

**II. CALL TO ORDER**

The Pre-bid conference for the Department of Foreign Affairs' procurement of with an Approved Budget for the One Million Eight Hundred Pesos (PhP 1,800,000.00) was

held at the BAC Conference Room at and presided by BAC Chairperson. The pre-bid conference started at 2:32 p.m. when a quorum was declared.

### **III. Points Discussed/Actions Taken**

- The term EMS would be changed to EMD –
- On item IV, no. 1, of the Technical Specification: the end-user added “two (2) units”.
- On item IV, no. 2, of the Technical Specification: the bidder asked if all accessories stated need to be stainless steel. The end-user confirmed that only the tank need to be of stainless steel, other accessories shall be of the highest quality
- 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.
- 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.

### **IV. Adjournment**

There being no other remaining matters, the BAC Chairperson thanks everyone and adjourned the meeting at 2:55 p.m.

Minutes taker: **LINOERNBAR D. BLANCO**  
Member, BAC Secretariat

Noted by: **TEDDY EDMUND T. PAVON**  
Head, BAC Secretariat