

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

MINUTES OF THE MEETING

Procurement Project: Email Subscription for CY 2020
Activity Conducted: Pre-Bid Conference
Date and Time: 9 March 2020; 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
Ms. April Aliwalas	End-User Representative
Ms. Angelika Linga	(OAMSS-ICTD)

BAC SECRETARIAT

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

BIDDER/S

Mr. Charles F. Enad	IP Converge Data Services Inc.
Mr. Gabriel Milag	IP Converge Data Services Inc.
Mr. Jeffrey Bucaneg	Kollab
Ms. Karen Supnet	Globe Telecom
Ms. Shane Orozco	Globe Telecom
Mr. DJ Abul	Globe Telecom
Mr. Mary Wendy Refugio	Pronet

II. CALL TO ORDER

The meeting was called to order at 10:06 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and four (4) potential bidders namely, IP Converge Data Services, Inc., Kollab, Globe Telecom, and Pronet.
- The Committee went through the Terms of Reference for the Procurement of and Email Subscription for CY 2020 with an Approved Budget for the Contract (ABC) of Six Million Five Hundred Thousand Pesos (PhP 6,500,000.00)
-

- 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