

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

MINUTES OF THE MEETING

Procurement Project: Metro Manila Courier Service for CY 2020
Activity Conducted: Pre-Bid Conference
Date and Time: 13 March 2020; 10:00 A.M.
Venue: ICTD Conference Room, 10th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Mary Luck S. Hicarte	Alternate Vice-Chairperson
Ms. Susan Phoebe R. Sabado	Member
Ms. Isabelita H. Danganan	End-User Representative (OAMSS-GRAD)
Mr. James Patrick Samson	End-User Representative (OAMSS-GRAD)

BAC SECRETARIAT

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

BIDDER/S

ECR – RAF	Through Video Conferencing
WWW Express	Through Video Conferencing

II. CALL TO ORDER

The meeting was called to order at 10:35 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and two (2) potential bidders namely, ECR – RAF and WWW Express who attended through video conferencing.
- The Committee went through the Terms of Reference for the Procurement of Metro Manila Courier Services for CY 2020 with an Approved Budget for the Contract (ABC) of Two Million Pesos (PhP 2,000,000.00)
- The Committee made the following clarifications:
 - One tenth of the cost of shipping of each parcel per working day of delay is calculated for liquidated damages and not the value of the parcel.
 - There shall be no bid price included in the first envelope.

- Certified True Copies (CTSs) of documents are considered original.
- The End-User will reevaluate on the Estimated Shipment per day.
- After reevaluation, if the End-User deem it necessary to change the quantities of estimated shipment per day, a Supplemental / Bid Bulletin will be posted to reflect the changes in the Terms of Reference.
- The schedule of activities will be as follows:
 - Submission and Receipt of Bids – 26 March 2020, 9:00 a.m.
 - Bid Opening – 26 March 2020, 10:00 a.m.
 - Post-Qualification – 31 March 2020, 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 11:22 a.m.

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

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