

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

MINUTES OF THE MEETING

Procurement Project: Diplomatic Pouch Services for CY 2020
Activity Conducted: Pre-Bid Conference
Date and Time: 13 March 2020; 2:00 P.M.
Venue: ICTD Conference Room, 10th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Kristine Margret M. Malang	Vice-Chairperson
Ms. Jeanne April Marie P. Bruneau	Alternate Member
Mr. Aaron Erick A. Lozada	End-User Representative (OAMSS-GRAD)
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

Mr. William Batac	Premierlogistics, Inc.
Mr. Joseph Jares	Premierlogistics, Inc.
ECR – RAF	Through Video Conferencing

II. CALL TO ORDER

The meeting was called to order at 2:25 p.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, Premierlogistics, Inc., and ECR – RAF who attended through video conferencing.
- The Committee went through the Terms of Reference for the Procurement of Diplomatic Pouch Services for CY 2020 with an Approved Budget for the Contract (ABC) of Forty-Two Million One Hundred Fifty-Six Thousand Pesos (PhP 42,156,000.00)

- The Committee made the following clarifications:
 - Transit time does not include the customs clearance period.
 - The End-user will reevaluate the following provisions on the Terms of Reference and Bid Data Sheet:
 - From six (6) months, lowering of at least three (3) months experience in handling Diplomatic Pouch; and
 - Consider two (2) contracts that is similar to the project and shall be equivalent to at least fifty percent (50%) of the ABC
- A Supplemental / Bid Bulletin will be posted to reflect the changes in the Terms of Reference made by the End-Users if deemed necessary
- The schedule of activities will be as follows:
 - Submission and Receipt of Bids – 26 March 2020, 12:00 noon
 - Bid Opening – 26 March 2020, 2:00 p.m.
 - Post-Qualification – 31 March 2020, 2:00 p.m.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 2:58 p.m.

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

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