

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

MINUTES OF THE MEETING

Procurement Project: Flags and Similar Supplies for the Department of Foreign Affairs

Activity Conducted: Pre-Bid Conference

Date and Time: 03 May 2021; 3:30 P.M.

Venue: Via Online Video Conference

I. ATTENDEES

BAC MEMBERS

Ms. Kristine Margret M. Malang	Vice-Chairperson
Mr. Jericson Arceo	Provisional Member
Ms. Eloisa Katrina Madamba	Alternate Member
Mr. Luis Dayao, Jr.	End-user Representative (OAMSS)

BAC SECRETARIAT

Mr. Alvin C. Malasig	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER

Ms. Carmelita Tan	Atlas Super Flags
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II. CALL TO ORDER

The meeting was called to order at 3:33 p.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Committee went through the Terms of Reference (TOR) for the Procurement of Flags and Other Supplies for the Department of Foreign Affairs with the Approved Budget for the Contract (ABC) of Five Million Three Hundred Ninety Thousand Six Hundred Seventy-Five Pesos (PhP 5,390,675.00) only.
- The Secretariat introduces one (1) prospective bidder who attended the Pre-Bid Conference, via online video conference, namely, Atlas Super Flags.
- The Committee revised some items regarding the ASEAN and member state flags.
- The Secretariat informed the meeting participants that the amended Technical Specification will be posted through a Supplemental/Bid Bulletin.
- The prospective bidder requested for the forms/templates to be used in their bid submission. The Secretariat informed the bidder that it will send an email with the link of the forms/template downloadable on the GPPB website.
- The Committee instructed the prospective bidders to complete and properly arrange their bids using the two-envelope system and in accordance with the

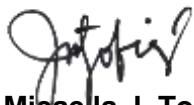
“Checklist of Technical and Financial Documents” for the ease of conduct of the Opening of Bids. The BAC Secretariat gave other reminders to the bidders for the Opening of Bids.

- The Committee reminded the prospective bidders of the following:
 - Documents requiring notarization should be properly notarized with a valid Government-issued identification card as proof of identity.
 - Bid fee shall be paid before the submission of bids. Due to the strict restrictions of the Department, the Bidder shall inform the Secretariat, at least a day, before paying the bid fee.
 - Date and time of the deadline of the submission and opening of bids.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Vice-Chairperson thanked everyone and adjourned the meeting at 4:03 p.m.

Minutes taker:



Ms. Micaella J. Tobias
BAC Secretariat Member

Noted by:



Mr. Alvin C. Malasig
BAC Secretariat Head