

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

**MINUTES OF THE MEETING**

**Procurement Project:** Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building and OCA-Aseana Building CY 2019

**Activity Conducted:** Pre-Bid Conference

**Date and Time:** 11 October 2019; 10:00 A.M.

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

**I. ATTENDEES**

**BAC MEMBERS**

<b>Ms. Imelda M. Panolong</b>	Chairperson
<b>Ms. Susan Phoebe R. Sabado</b>	Member
<b>Ms. Jeanne April Marie P. Bruneau</b>	Alternate Member
<b>Mr. Felix B. De Vera III</b>	End-user Representative (OAMSS-EMD)

**TECHNICAL WORKING GROUP MEMBERS**

<b>Mr. Rey S. Sambitan</b>	Member
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**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. Henry Paynado</b>	Freemen Ent.
<b>Ms. Marilyn A. Advincula</b>	MCCD Engineering Services & Trading
<b>Ms. Camille Salazar</b>	New FS Cool Aire Industries, Inc.
<b>Mr. Jhon Manuel Cantor</b>	New FS Cool Aire Industries, Inc.

## **II. CALL TO ORDER**

The meeting was called to order at 10:16 a.m. upon confirmation of a quorum by the BAC Secretariat.

## **III. POINTS DISCUSSED / ACTIONS TAKEN**

- The Chairperson introduced the attendees and three (3) potential bidders namely, Freeman Inc., MCCD Engineering, and New FS Cool Aire Industries, Inc.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building and OCA-Aseana building CY 2019 with an Approved Budget for the Contract (ABC) of One Million Nine Hundred Ninety Thousand Pesos One Hundred Forty-Nine Pesos and Seventy-Nine Centavos (PhP 1,990,149.79) only.
- The Committee made the following clarifications:
  - Section III. Scope of Works, Carrier split type AC units at OCA-Aseana have expired.
  - For Statement and Copy of all its ongoing government and private contracts, formal contracts must be attached.
- A Supplemental/Bid Bulletin will be posted to amend the Technical Specifications.
- The schedule of activities will be as follows:
  - Submission and Receipt of Bids – 24 October 2019. 12:00 p.m.
  - Bid Opening – 24 October 2019, 2:00 p.m.
  - Post-Qualification – 28 October 2019, 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 10:30 a.m.

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

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