



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 024-2019

DATE : 31 May 2019  
 TIME : 11:00 a.m.  
 VENUE : Function Room B, 7<sup>th</sup> Floor, PPA Bldg.  
 ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member
Jan Pearl F. Portugal	-	Regular Member
Cordelia C. Sidon	-	Provisional Member, End-User, ASD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant Head, Secretariat
Charlemagne V. Santillan	-	Member, TWG
Janneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
May D.A. Romero	-	Member, TWG
Marc M. Avellana	-	Supervising Engineer A, PMO-MOC

Contractors' Representatives:

Lorelyn Pedrasita	-	LRB3 Prime Construction and General Merchandise, Inc.
Eduardo Salvallon	-	MFT International Corporation
Delmer Ebueza	-	Progress Homes & Office Furnishings
Eddie Vic Loroza	-	Distinctive Blinds & Office Systems, Inc.
Jerico Flores	-	Design Excellence Home & Office System Company
Paul Vincent Co	-	ABC Furniture Lines, Inc.
Joanne Clemente	-	Infinite Quality (IQDC)
Erexel Sanches	-	Asahi Design Centre, Inc.

## CALL TO ORDER:

The Head, Secretariat read the attendance of the BAC Members, TWG Members and Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 11:07 a.m.

## HIGHLIGHTS:

1. The Chairperson presented the sole Agenda item which is the Pre-Bid Conference for the Procurement of Furniture and Fixtures for Cagayan de Oro Passenger Terminal Building.
2. Pre-Bid Conference for the Procurement of Furniture and Fixtures for Cagayan de Oro Passenger Terminal Building.
  - 2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
  - 2.2 Upon opening the floor for inquiries and clarifications, Ms. Pedrasita, representative of LRB3 Prime Construction and General Merchandise, Inc. requested to adjust the required Delivery Schedule of thirty (30) days from receipt by the winning bidder of the of the Notice to Proceed (NTP) to thirty-five (35) days and the forty-five (45) days be adjusted to sixty (60) days. The Chairperson explained that the request cannot be granted considering that the procurement of furniture and fixtures is being fast-tracked by the Management, since the construction of Passenger Terminal Building (PTB) is almost done.
  - 2.3 Mr. Ebueza, representative of Progress Homes & Office Furnishings inquired on the following items under Section VII. Technical Specifications:
    - a) Item 1.1 5-Seater Steel Gang Chair – Mr. Abueza informed the Committee that there are two (2) types of gang chairs, depending on the type of material and the thickness of cushion. According to him, the costs of the chair will basically depend on what is preferred by PPA. The Chairperson informed the prospective bidders that the Committee will have to discuss the preferred specification, as well as the dimensions and the necessary bid bulletin will be issued to avoid any confusion. He added that the same specifications will be required for Item 1.2 4-Seater Steel Gang Chair.
    - b) Item 2.3 Belt Barrier – Mr. Avellana clarified that there is a typographical error on the said specification. According to him, the overall height of the barrier is 1,000 mm and not 10,000 mm. A bid bulletin correcting the said item will be issued.
    - c) Item 4.1 Receiving Chair – Mr. Ebueza asked if the required frame for the chair is stainless. Mr. Avellana affirmed.

Mr. Ebueza stated that the technical specification indicated is different from the sample picture provided in the bid documents. The Chairperson clarified that if there are discrepancy with the picture and the details, the detailed specification will prevail.

- d) Item 4.2 Office Table with Chair – If a side table is required or only a fixed drawer attached to the table. Mr. Avellana clarified that the side table is not required, only chairs. The Head, Secretariat commented that the required size and dimension should be indicated. Mr. Ebueza agreed. He added that the 630 x 85 width is probably an error, considering that the said size is too small for an Office Table. The Committee then agreed that the necessary supplemental bid bulletin with regard the dimensions and measurement will be issued.
- e) Item 5.4 Fabricated Table for Baggage Inspection – Mr. Avellana clarified that the top portion of the table should be made of steel, fixed and not foldable. The necessary bid bulletin to clarify the matter will be issued.
- f) Item 5.5 Plastic Tray – Mr. Avellana said that the plastic tray required is similar to the trays being used at the airport.
- g) Item 6.1 Single Office Partition – Mr. Avellana clarified that the item is a typical office table with partition including pedestal and CPU holder. When asked about the preferred thickness of the panel and whether it is laminated with a glass on top, Mr. Avellana answered, approximately two (2) inches thick is required. Moreover, he said that the preferred color is blue and white. The Committee assured the prospective bidders to issue a bid bulletin, if necessary.
- h) Item 7.1 Office Table with Chair – Mr. Avellana said that the same specification with Item 4.2 will be followed, as well as for Item 9.1.
- i) Item 9.4 3-Seater Sofa – Mr. Avellana clarified that the preferred color is Royal Blue and the dimension of the Sofa is 1.49m x .37m and .495m. The necessary bid bulletin to clarify the details of the item will be issued.
- j) Item 9.5. Console Table – A bid bulletin will be issued specifying the preferred size and color.
- k) Item 9.7 Patient Bed. The Vice-Chairperson commented that the specific size should be incorporated in the TOR. When asked if item 9.7 Patient Bed is the same with Item 10.2 required for the Nursing Station and Child Care. Mr. Avellana affirmed.
- l) Item 10.3 Chair – Mr. Ebueza raised that the picture provided indicates a specification that a nylon leg for the chair is required. However, the technical specification requirement is a stainless steel leg. He then informed the Committee that a chair could either chrome or aluminum leg. The Chairperson told the prospective bidder that said matter will be taken into consideration.

- m) Item 1.1 Shoe Rack – Mr. Ebueza asked the preferred color of the shoe rack. Mr. Avellana informed the prospective bidders that the Management preferred wooden baking varnish for all wood items.
- n) Item 12.1 Rope Barrier with Stand – Mr. Avellana informed the prospective bidders that the preferred color for the rope is gold.
- o) Item 13.1 Interior Signage – Mr. Avellana manifested that the preferred size, color and design for the interior and exterior signage are still with PMO-MOC to finalize. He then assured the prospective bidders and the Committee that once finalized; the specifications will be immediately communicated to them.
- p) Item 15.1 Kiddie Play Area Toys and Rubber Mattings – Mr. Avellana informed the prospective bidders that the play area is 7m x 7m and the height is 3.7m. The Chairperson told the prospective bidders that a bid bulletin will be issued to detail the specifications.
- q) Item 16.1 Fire Extinguisher – Mr. Avellana clarified that the weight of the fire extinguisher should be in pounds and not in kilograms. A bid bulletin correcting the said unit of measurement will be indicated in the bid bulletin.
- r) Item 17.1 Electronic Signage – Mr. Avellana said that additional details and specifications will be communicated to the bidders thru a bid bulletin to be issued.
- s) Item 19.1 Dining Table – Mr. Avellana told the prospective bidders that the specifications and descriptions indicated in the TOR should be followed.
- t) Item 22.1 Single Office Partition – Mr. Avellana informed the prospective bidders that the specifications and details is the same with Item 6.1.
- u) Item 22.2 Fabricated Platform – Mr. Avellana informed the prospective bidders that the specifications and descriptions indicated in the TOR should be followed. He then clarified that the elevated platform will only be painted.

With regard the Delivery Period – Mr. Ebueza requested if the extension of the delivery period can be given due course, considering that their warehouse is in Cebu City. The Chairperson told the prospective bidder that the Management is particular with the timeline of the procurement for the Project.

On the Free Delivery Inspection – Mr. Ebueza asked what will be the arrangement for the delivery inspection assuming that they are the winning bidder, taking into consideration that their warehouse is in Cebu City while their Office is in Manila. The Head, Secretariat read the Terms and Conditions of the Pre-Delivery Inspection. The Chairperson then clarified that

there will be representatives from PPA to inspect each type of item, to be conducted at the warehouse of the winning bidder before mass delivery to the PMO.

2.4 Mr. Loroza, representative of Distinctive Blinds & Office Systems, Inc. clarified whether the bid price is for a single lot or for two. The Chairperson clarified that there are separate lots only for the delivery of items but not for the bid price. According to him, there is a necessity to expedite the delivery of the gang chairs at the PMO. The rest of the furniture and fixtures will follow then.

2.5 The Head, Secretariat reminded the prospective bidders to be careful with the forms appended to the bid documents. According to her, alteration in any form is not allowed. Likewise, she informed the prospective bidders of the proper submission of the technical and financial proposals, the proper binding of documents, indexing and labeling.


Moreover, she informed the prospective bidders that the deadline for the submission of the technical and financial proposal is on June 14, 2019, at 9:00 a.m. while the Opening of the Technical Proposal is at 10:00 a.m. of the same date.

3. There being no other matters to be discussed, the meeting adjourned at 11:50 a.m.

Certified Correct:

  
**LOLITA D. SOLIS**  
Head, BAC Secretariat

Approved:

  
**MARK JON S. PALOMAR**  
Chairperson, BAC-PGCS