



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 013-2020

DATE : 11 March 2020  
 TIME : 10:00 a.m.  
 VENUE : Function Room B, 7<sup>th</sup> Floor, PPA Bldg.  
 ATTENDANCE :

BAC Members:

|                           |   |                                   |
|---------------------------|---|-----------------------------------|
| Mark Jon S. Palomar       | - | Chairperson                       |
| Danah S. Jaramillo        | - | Regular Member                    |
| Josephine M. Napiere      | - | Regular Member                    |
| Diane Dteffi T. Guillamon | - | Regular Member                    |
| Eric E. Dimaculangan      | - | Provisional Member, End-User, ASD |

Observer:

|                 |   |     |
|-----------------|---|-----|
| Veronica Rivera | - | COA |
|-----------------|---|-----|

Other Attendees:

|                           |   |                     |
|---------------------------|---|---------------------|
| Lolita D. Solis           | - | Head, Secretariat   |
| Milagros Lourdes P. Perez | - | Assistant Head      |
| Mitchie F. Manatad        | - | Head, TWG           |
| Charlemagne V. Santillan  | - | Member, TWG         |
| Janneliza D.L. Rebong     | - | Member, TWG         |
| Sharon V. Oliveros        | - | Member, TWG         |
| Janet P. Cayona           | - | Member, Secretariat |
| Darlene V. Ambay          | - | Member, Secretariat |
| Hersyl Marie Manaois      | - | ASD                 |
| Aida Dela Cruz            | - | ASD                 |
| Vanessa Jane Gayapa       | - | ASD                 |

Contractors' Representatives:

|                        |   |                                     |
|------------------------|---|-------------------------------------|
| Stephenie Audrey Aguas | - | BT Industries, Inc.                 |
| Erwin Pardila          | - | NSB Engineering                     |
| Charis Francisco       | - | NSB Engineering                     |
| RC Merin               | - | Toyota Alabang                      |
| Cherry Idiesca         | - | Toyota Quezon Avenue                |
| Marco Aloña            | - | Toyota Otis, Inc.                   |
| Mark Anthony Duran     | - | Hyundai Biñan, Laguna               |
| Joseph Calayunan       | - | Toyota Balintawak/Toyota North Edsa |

## 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 10:15 a.m.

## HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Approval of Minutes of the previous BAC meeting HO-BAC-PGCS No. 012-2020 (28 February 2020); b) Pre-Bid Conference for the following projects: b.1) Procurement for the Supply, Delivery and Assembly of Twenty Two (22) Units of Mobile Shower Rooms for the Port Management Offices; b.2) Supply and Delivery of Multi-Purpose Vehicles.
2. The Minutes of the previous BAC meeting HO-BAC-PGCS No. 012-2020 (28 February 2020) was approved, as presented.
3. Pre-Bid Conference for the following projects:
  - 3.1 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.
    - 3.1.1 Procurement for the Supply, Delivery and Assembly of Twenty Two (22) Units of Mobile Shower Rooms for the Port Management Offices
      - 3.1.1.1 Ms. Francisco, representative of NSB Engineering inquired if contracts for material recovery facilities can be considered as compliant with the requirement for the Single Largest and Completed Contract (SLCC). The Committee commented that considering that the project is for the procurement of mobile shower, similar contracts should be for the procurement of mobile showers.
      - 3.1.1.2 The Head Secretariat reminded the prospective bidder of the deadline for the submission and opening of bids.
  - 3.2 Supply and Delivery of Multi-Purpose Vehicles
    - 3.2.1.1 Ms. Idiesca, representative of Toyota Quezon Avenue, inquired if they could submit their renewal ISO Application in lieu of the required ISO Certification. She explained that although their company was already audited and was considered compliant, their ISO Certification has not yet been issued. The Chairperson commented that the request will be taken into consideration. According to him, the matter will be coordinated with Port Management Systems and Organizational Development Department (PMSODD) and if

necessary, a supplemental bid bulletin will be issued. However, as of the moment, the requirement is the ISO Certification.

3.2.1.2 The Head Secretariat reminded the prospective bidders of the deadline for the submission and opening of bids.

4. There being no other matters to be discussed, the meeting adjourned at 10:45 a.m.

Certified Correct:

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

Approved:

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