



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 033-2019

DATE : 29 July 2019  
TIME : 2:00 p.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
Josephine M. Napiere	-	Regular Member
Joselito O. Sinocruz	-	Provisional Member, End-User, ASD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant Head, Secretariat
Jenneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
May D.A. Romero	-	Member, TWG
Hanes Louise M. Alivio	-	TWG End-User Representative

Contractors' Representatives:

Jun Rodrigo	-	Company Lee Designs
Eduardo Salvallon	-	MFT International Corporation
Delmer Ebueza	-	Progress Home & Office Furnishings
Luisa Angeles	-	Asahi Design Centre, Inc.
Giovanni Don Arellano	-	Evergreen Prime Corporation
Monneth Claire Abellana	-	Evergreen Prime Corporation
Joseph Orido	-	Evergreen Prime Corporation
Carmina Dela Cruz	-	Evergreen Prime Corporation
Bambi Moquillan	-	Evergreen Prime Corporation

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 2:05 a.m.

**HIGHLIGHTS:**

1. The Chairperson presented the Agenda items, as follows: a) Approval of Minutes of the previous BAC meetings: HO-BAC-PGCS Nos. 030-2019 (02 July 2019) and 031-2019 (12 July 2019); and b) Pre-Bid Conference for the Procurement of Furniture & Fixtures for Cagayan de Oro Passenger Terminal Building.
2. The Minutes of the previous BAC meetings HO-BAC-PGCS Nos. 030-2019 (02 July 2019) and 031-2019 (12 July 2019) were approved, as presented.
3. Pre-Bid Conference for the Procurement of Furniture and Fixtures for Cagayan de Oro Passenger Terminal Building.
  - 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.
  - 3.2 Upon opening the floor for inquiries and clarifications, Mr. Jun Rodrigo, representative of Company Lee Designs clarified if the project is for one (1) lot or per item. Atty. Alivio confirmed that the procurement is a one (1) lot project. He likewise inquired on the basis for awarding the contract. Atty. Manatad replied that aside from compliance with the technical specifications on each item and submission of the requirements for the project, the bidder who has the lowest bid will be awarded the contract.
  - 3.3 Mr. Eduardo Salvallon, representative of MFT International Corporation requested to extend the delivery time, from thirty (30) days to sixty (60) days, considering the voluminous items to be delivered. The Chairperson informed the prospective bidders that the passenger terminal building is supposed to be already operational, hence, there is a need to expedite the procurement of said furniture and fixtures. However, the request will be taken into consideration and a bid bulletin will be issued, if necessary.
  - 3.4 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 2:35 a.m.

Certified Correct:



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

Approved:



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