



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 082-2020

DATE : 17 November 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
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member (via zoom)
Josephine M. Napiere	-	Regular Member (via zoom)
Diane Steffi T. Guillamon	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Milagros Lourdes P. Perez	-	Assistant Head
Darlene V. Ambay	-	Member, Secretariat (via zoom)
Mitchie F. Manatad	-	Head, TWG
Charlemagne V. Santillan	-	Member, TWG (via zoom)
Jenneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG

Contractor's Representatives:

Erika Mijares	-	Cytracon Corporation
Jessica Bonode	-	Cytracon Corporation

CALL TO ORDER:

The Head, Secretariat read the attendance of the BAC Members, TWG and Secretariat Members and Bidder's 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 sole item in the Agenda which is the Pre-Bid Conference for the Renovation of PPA Head Office 6<sup>th</sup> Floor Lobby.

2. Pre-Bid Conference for the Renovation of PPA Head Office 6<sup>th</sup> Floor Lobby
  - 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 Ms. Mijares, representative of Cytracon Corporation requested for a copy of the Plans/Drawings and Bill of Quantities to serve as reference for the Scope of Work. The Chairperson stated that they will be furnished copies of the same and that a supplemental bid bulletin will be issued relative thereto.
  - 2.3 The Head, Secretariat reminded the prospective bidder of the deadline for the submission and opening of bids.
3. There being no other matters to be discussed, the meeting adjourned at 10:40 a.m.

Certified Correct:

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

Approved:

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