



PMO PALAWAN

**BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of the PMO-PLW-BAC Meeting No. 24-2018

**Pre-Bid Conference for the project:**

**Repair of R.C. Wharf, Mooring and Fendering System  
And Back-up Area Port of Coron, Coron, Palawan (COP-PLW-02-2018)**

July 20, 2018, 2:00 P.M.

PMO Palawan Conference Room, 2<sup>nd</sup> Floor, PPA Admin. Building

Port Area, Puerto Princesa City, Palawan

**A. Attendance**

Present:

Bids and Awards Committee

Engr. Nelson Y. Caabay, Jr.

Vice-Chairperson/Principal Engineer A/Presider

Mr. Jemuel B. Apellido

Member/Manager, PSD

Ms. Frasy M. De Guzman

Member/Manager, Admin. Division

**BAC Secretariat**

Ms. Aileen R. Uy

Head-Secretariat/Corp. Finance Services Chief

Ms. Marilou G. Rebras

Member, Secretariat/ Supervising Engineer A

Ms. Marleen C. Gonzales

Member, Secretariat/HRMO II

**Technical Working Group**

Arch. Allan P. Aborot

Head, TWG/Supervising Engineer A

Mr. Armando M. Serraon

Member, TWG/Acting GSO A

Ms. Jane Y. De Guzman

Member, TWG/HRMO III

Ms. Mariza O. Nallana

Member, TWG/Cashier A

Ms. Johanna C. Gopaco

Member, TWG/Cashier B

Ms. Laila B. Briones

Member, TWG/Acting Procurement Officer B

**Prospective Bidder**

Edwin I. Ludas

Garnic Construction

Absent:

Mr. Elizalde M. Ulson (O.B.)

Chairperson, BAC/Manager, PPD

Ms. Marites C. Cohen (Sick Leave)

Member, BAC/Executive Assistant A

**B. Call to Order**

The meeting, presided over by the Vice-Chairperson, was called to order at 2:12 P.M. The presence of the members, technical working group, secretariat and prospective bidder was acknowledged, and having majority of the BAC members present, a quorum was declared.

The BAC proceeded with the main agenda.

**C. Pre-Bid Conference**

**C.1. Repair of R.C. Wharf, Mooring and Fendering System, and Back-up Area Port of Coron, Coron, Palawan (COP-PLW-02-2018)**

The Vice-Chairperson, Engr. Nelson Y. Caabay, Jr., read the important details of the Technical and Financial Requirements for this project and encouraged the bidder to ask questions on concerns that need further clarification. Since the prospective bidder is categorized under sole proprietorship, the required forms will fall under form 3. The Vice-Chairperson further mentioned of the licenses required and the PhilGEPS




53 registration which requires “platinum”, the bidder need not to submit a copy of Mayor’s Permit until Post-  
54 Qualification. For forms 4 to 7, the bidder should indicate “Not Applicable” but not to leave a blank or  
55 they will be disqualified. The bidder must ensure to attach the Project Completion and Acceptance of their  
56 previous projects and Sworn Statement must be duly notarized.

57  
58 The bidder was reminded to submit 1 original and 7 photocopies of their bid all properly book-bound. The  
59 bidder was further reminded to be careful with the amounts under the financial bid, to make sure that no  
60 item will be left blank, should indicate a dash (-) or (0) but not a blank for a bid to be considered as  
61 responsive.

62  
63 **D. Other matters**  
64 The ESD Manager, according to Engr. Marilou G. Rebras requests for a copy of the Timetable of Activities  
65 and Notices of BAC Meeting to be aware of the progress of the on-going bidding of all Engineering projects.  
66 The Vice-Chairperson instructed the Secretariat to copy furnish other Division Managers not included in  
67 this Committee, the ESD and Finance Division Managers in particular.

68  
69 **F. Schedule of the next meeting**  
70 The Vice-Chairperson announced the schedule of a series of opening of bid conference for Engineering  
71 Projects on August 1, 2018, particularly on this project at 2:00 P.M. and the opening of bid conference for  
72 the project: Procurement of Janitorial Services of PPA, PMO-Palawan for the period August 1-December  
73 31, 2018 on July 24, 2018 at 9:00 A.M.

74  
75 **G. Adjournment:**  
76 There having no other concerns from the BAC Members, the Vice-Chairperson declared the meeting  
77 adjourned at 2:31 P.M.

78  
79 Prepared by: Reviewed by: Noted by:  
80  
81     
82 **MARLEEN C. GONZALES** **AILEEN R. UY** **ELIZALDE M. ULSON**  
83 Member, Secretariat Head, Secretariat Chairperson, PMO-PLW-BAC