



PMO PALAWAN

BIDS AND AWARDS COMMITTEE (BAC)

Minutes of the PMO-PLW-BAC Meeting No. 16-2018

Pre- Bid Conference for the Procurement of Janitorial Services of PPA, PMO-Palawan for the period August 1-December 31, 2018 (JS-PLW-02-2018)

July 11, 2018, 10:00 A.M.

PMO Palawan Conference Room, 2nd Floor, PPA Admin. Building
Port Area, Puerto Princesa City, Palawan

A. Attendance

Present:

Bids and Awards Committee

Mr. Elizalde M. Ulson

Chairperson, BAC/Manager, PPD

Engr. Nelson Y. Caabay, Jr.

Vice-Chairperson/Principal Engineer A

Mr. Jemuel B. Apellido

Member/Manager, PSD

Ms. Frasy M. De Guzman

Member/Manager, Admin. Division

Ms. Marites C. Cohen

Member, BAC/Executive Assistant A

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. Laila B. Briones

Member, TWG/Acting Procurement Officer B

Bidder

Mr. Gregorio I. Manio

Representative, Anchor Human Resources Development Corp.

Absent:

Ms. Johanna C. Gopaco (Sick Leave)

Member, TWG/Cashier B

B. Call to Order

The Chairperson called the meeting to order at 10:05 A.M. The presence of the members, technical working group, secretariat and the bidder's representative was acknowledged, and having all the BAC members present, a quorum was declared.

The BAC proceeded with the main agenda.

C. Pre-Bid Conference

The significant matters under the Terms of Reference (TOR) which are not included in the previous Janitorial Services contract were discussed or mentioned for the information of the present bidder.

Ms. Frasy M. De Guzman made mention of the pending approval from the Head Office regarding the request for rebidding and the possibility of a holdover authority until December 31, 2018, and the

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repercussion in case the reply was given after the project has been awarded to the winning bidder. The Chairperson responded that exemption may be given to the PMO which has done conducting a bidding for the same project.

Mr. Jemuel B. Apellido inquired if there have been changes in the TOR particularly in item number 9. In response, Ms. Frasy M. De Guzman explained that the Area Supervisor is required to monitor and supervise its janitorial personnel on a daily basis instead of a quarterly basis as indicated in the previous contract.

The bidder's representative, Mr. Gregorio Manio, asked if the platinum membership is required for class A documents which was then confirmed by the Chairperson. Mr. Manio further inquired regarding the documents required for completed projects, Engr. Nelson Y. Caabay, Jr. replied that the list is enough for submission of bid, however, during post-qualification the copies of certificate of completion of their previous projects will be required. The computation in the Financial Bid was also clarified which was explained to the bidder accordingly.

D. Other matters

None

F. Schedule of the next meeting

The Chairperson announced the schedule of the opening of bids for this project is on July 24, 2018 at 9:00 A.M. and the schedule of the pre-bid conference for the Engineering Projects on July 20, 2018

G. Adjournment:

There having no other concerns from the BAC Members, the Chairperson declared the meeting adjourned at 10:28 A.M.

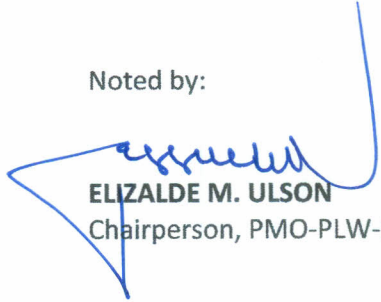
Prepared by:


MARLEEN C. GONZALES
Member, Secretariat

Reviewed by:


AILEEN R. UY
Head, Secretariat

Noted by:


ELIZALDE M. ULSON
Chairperson, PMO-PLW-BAC