



PMO PALAWAN

**BIDS AND AWARDS COMMITTEE (BAC)**

Minutes of the PMO-PLW-BAC Meeting No. 21-2018

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

**Various Maintenance of Port Physical Facilities Port of  
Puerto Princesa, Palawan (MPF-PLW-01-18)**

July 20, 2018, 9:00 A.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**

Ms. Reaminilyn E. Delfin

Goldbridge 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 9:07 A.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. Reading and Approval of Minutes of the Pre-Procurement Conference**

The copies of the Minutes of the Pre-Procurement Conference held on July 9, 2018 were distributed to the BAC members for review and approval. After the review, Engr. Nelson Y. Caabay, Jr. corrected line 42 the time should be in the morning. Mr. Jemuel B. Apellido clarified if the approval of the Timetable of Activities and Invitation to Bid was done through the same motion or done separately and if the approval for each project was done individually, in reply the Secretariat explained that the approval of Timetable of Activities was done in one motion together with the Invitation to Bid per project. Thereafter, Mr. Jemuel

52 B. Apellido moved to adopt the Minutes of the Meeting No. 20-2018, as corrected, duly seconded by Ms.  
53 Frasy M. De Guzman.  
54

55D. **Pre-Bid Conference for Various Maintenance of Port Physical Facilities Port of Puerto Princesa, Palawan**  
56 **(MPF-PLW-01-18)**

57 The vital details comprising the technical and financial requirements were explained by the Vice-  
58 Chairperson. Engr. Nelson Y. Caabay, Jr. mentioned that the licenses of the bidder's Engineers must not  
59 be expired. He further reminded the bidder to be careful particularly when indicating the amount for the  
60 each project scope/item and not to leave any items blank but rather indicate a zero (0) or a dash (-) so  
61 their bid will be classified as "responsive" rather than unresponsive.  
62

63 **E. Other matters**

64 The Vice-Chairperson read a memorandum from the General Manager, dated July 16, 2018, with a subject:  
65 "Mobilization Fees and Advance Payments" which is in compliance with the directive of the Secretary of  
66 DOTr dated July 10, 2018, wherein "no mobilization and advance payments will be extended or paid" for  
67 all contracts/purchase orders for all goods, services and infrastructure projects. In connection with the  
68 said memorandum, the Vice-Chairperson instructed the Secretariat to provide all prospective bidders a  
69 copy of the said Memo to inform them of the said directive and to comply accordingly.  
70

71 **F. Schedule of the next meeting**

72 The Vice-Chairperson announced the schedule of a series of pre-bid conference for the day for other  
73 Engineering Projects at 10:00 and 11:00 in the morning and another at 2:00 in the afternoon. He further  
74 announced the schedule of opening of bids for Janitorial Services on July 24, 2018 at 9:00 A.M. and the  
75 evaluation of bids at 3:00 P.M. on the same date.  
76

77 **G. Adjournment:**

78 There having no other concerns from the BAC Members, the Chairperson declared the meeting adjourned  
79 at 9:42 A.M.  
80


81 Prepared by:

82   
83 **MARLEEN C. GONZALES**  
84 Member, Secretariat  
85

Reviewed by:

  
83 **AILEEN R. UY**  
84 Head, Secretariat  
85

Noted by:

  
83 **ELIZALDE M. ULSON**  
84 Chairperson, PMO-PLW-BAC  
85