



PMO PALAWAN
BIDS AND AWARDS COMMITTEE (BAC)

Minutes of the PMO-PLW-BAC Meeting No. 51-2018
Pre-Bid Conference for the project:
Procurement of Office Furniture, Fixture and Equipment,
PMO-Palawan
September 24, 2018, 9:30 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

BAC Secretariat

Ms. Aileen R. Uy

Head-Secretariat/Corp. Finance Services Chief

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

Prospective Bidder

None

Observer

None

Absent:

Ms. Marites C. Cohen (on Official Business/Travel) Member, BAC/Executive Assistant A

Engr. Marilou G. Rebras (on Leave)

Member, Secretariat/ Supervising Engineer A

Ms. Johanna C. Gopaco (on Leave)

Member, TWG/Cashier B

B. Call to Order

The meeting, presided over by the Chairperson, was called to order at 9:34 A.M. The presence of the members, technical working group and secretariat was acknowledged, and having majority of the BAC members present, a quorum was declared. No representatives from the observers were present despite due invitation or Notice of Meeting was given to them.

The BAC proceeded with the main agenda.

52 **C. Reading and Approval of Minutes of the Pre-Procurement Conference**

53 The copies of the Minutes of the Pre-Procurement Conference held on September 11, 2018 were
54 distributed to the BAC members for review and approval. After the review, Ms. Frasy M. De Guzman
55 corrected line 45-46 to delete the words "that there is a certificate of availability of funds but" and replace
56 with "in the affirmative" and to insert the words "but the BAC is not precluded...to ensure that Certificate
57 of Availability of Funds is available". Mr. Jemuel B. Apellido corrected lines 66-67 to include in lines 81-82
58 instead. To replace the word "item" with "procurement" and delete "not be per lot but should instead"
59 to replace with the words "and be reflected in the Bid Data Sheet" in lines 70-71. He further corrected
60 lines 73-74 to delete and avoid redundancy. Without further correction, Ms. Frasy M. De Guzman moved
61 to adopt the Minutes of the Meeting No. 50-2018, as corrected, duly seconded by Mr. Jemuel B. Apellido.

62
63 **D. Pre-Bid Conference for Procurement of Office Furniture, Fixture and Equipment, PMO-Palawan**

64 The Secretariat informed the Committee that there is no prospective bidder yet, who purchased the Bid
65 Documents for this project. Thereafter, Mr. Jemuel B. Apellido moved to adjourn the pre-bid conference,
66 seconded by Ms. Frasy M. De Guzman. Without objection, the motion was approved.

67
68 **E. Other matters**

69 None


70
71 **F. Schedule of the next meeting**

72 The Chairperson announced the schedule of the pre-bid conference for the project: Provision of Movable
73 Covered Walk at Port of Coron, Coron, Palawan at 10:30 this morning.

74
75 **G. Adjournment:**

76 There having no other concerns from the BAC Members, the Chairperson declared the meeting adjourned
77 at 9:51 A.M.


78
79 Prepared by:

80
81 
82 **MARLEEN C. GONZALES**
83 Member, Secretariat

Reviewed by:


AILEEN R. UY
Head, Secretariat

Noted by:


ELZALDE M. ULSON
Chairperson, PMO-PLW-BAC