

PMO PALAWAN
BIDS AND AWARDS COMMITTEE (BAC)

Minutes of the PMO-PLW-BAC Meeting No. 66-2018
Pre-Bid Conference for the project:
Procurement of Office Furniture, Fixture and Equipment,
PMO-Palawan
October 30, 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
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. 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

Mr. Carmelito C. Datan,	Representative/Operations Manager, LJM Industrial Safety Products
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Observer

None

Absent:

Engr. Nelson Y. Caabay, Jr. (on Official Business/Travel)	Vice-Chairperson/Principal Engineer A
Mr. Jemuel B. Apellido (on Official Business/Travel)	Member/Manager, PSD
Engr. Marilou G. Rebras (on Official Business/Travel)	Member, Secretariat/ Supervising Engineer A

B. Call to Order

The meeting, presided over by the Chairperson, was called to order at 9:42 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.

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

The copies of the Minutes of the Pre-Procurement Conference held on October 15, 2018 were distributed to the BAC members for review and approval. After the review, Ms. Marites C. Cohen corrected line 63 to

delete "Ms." as twice written. Without further correction, Ms. Marites C. Cohen moved to adopt the Minutes of the Meeting No. 65-2018, as corrected, duly seconded by Ms. Frasy M. De Guzman. Without objection, the motion was carried.

56D. Pre-Bid Conference for Procurement of Office Furniture, Fixture and Equipment, PMO-Palawan

The Committee was informed that there is one prospective bidder present from LJM Industrial Safety Products, who is interested to submit a bid for fire alarm system and intercom for Terminal Management Offices (TMOs) of Brooke's Point and Culion as indicated in the Terms of Reference (TOR) of this project.

The Chairperson encouraged the prospective bidder's representative, Mr. Carmelito C. Datan, to ask questions regarding this project that need further clarification. Mr. Datan then asked about the required on-site support within 4 hours for the intercom supply and installation for TMOs Brooke's Point and Culion. He mentioned that the proximity of the said areas is far from their office here, hence, availability of technical or manpower support in those areas within 4 hours is not possible. In reply, Ms. Frasy M. De Guzman explained that it is understandable given the location of the two TMOs, however, the response over the phone and immediate coordination to the two offices within 4 hours is expected while technical support on site, should the need arises, may exceed 4 hours due to the distance and longer travel time to reach the said locations. The Chairperson further explained that within warranty period, the accommodation and travel expenses of the technical support personnel shall be shouldered by the contractor/supplier. After the warranty period, if the need arises, PPA shall shoulder the accommodation and travel expenses of the contractor's technical support personnel who will conduct repair of the said office supply/machine. Mr. Datan, also inquired if there is a specific brand which the Office prefers for the intercom system. The Chairperson responded that it is not allowed to indicate a specific brand, it is at their discretion and at their own expense if they supply materials which will need immediate repair or replacement within the warranty period which could be more costly in the end.

The prospective bidder's representative, Mr. Carmelito C. Datan, clarified if the existing fire alarms will also be upgraded as they will be installing new fire alarm system. The control panel will also be replaced to match the new fire alarm system to be installed. The Chairperson replied in the affirmative, he also mentioned that there will be additional purchases of fire alarms in the future to replace the old units already installed here. Without further queries from the prospective bidder, the Chairperson reminded to double check their bid documents before submitting to this Office on/or before November 12, 2018 at 8:30 A.M.

E. Other matters

None

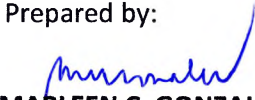
F. Schedule of the next meeting

The Chairperson announced the schedule of the pre-bid conference for the project: Provision of Movable Covered Walk at Port of Puerto Princesa, Palawan at 10:30 o'clock this morning.

G. Adjournment:

There having no other concerns from the BAC Members, the Chairperson declared the meeting adjourned at 10:03 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