



BIDS AND AWARDS COMMITTEE

Minutes of Virtual Pre-Bid Conference

**"Supply and Delivery of various Furniture and Fixtures at Philippine Ports Authority,  
PMO-Panay/Guimaras"**

09 November 2020, 10:00A.M.

Conference Room, Admin. Bldg., Brgy. Loboc, La Paz, Iloilo City

Present were:

PBAC/TWG/Secretariat Members

Jerry P. Abello, Chairperson  
Antonio F. Belarga, Vice Chairman  
Jose Ceferino E. Elgaran, Regular Member  
Herbert M. Navarro, Prov. Member  
Samela L. Bunda, Prov. Member  
Emily D. Espeso, End-user  
Joel A. Lamela, Head-TWG  
Robert M. Jalbuena, TWG Member  
Arlene R. Duran, TWG Member  
Frances Anne S. Non, TWG Member

Mary Grace P. Lenaugo, TWG Member  
Mae Lou A. Tanate, TWG Member  
Rona Mae B. Tanoy, Head Secretariat  
Cheryl N. Laster, Secretariat  
Ma. Georgette L. Apelo, Secretariat  
Armar Joy A. Alimo-ot, Secretariat

Prospective Bidder:  
Klyde Macariola – Progress Home and Office  
Furnishings

The Chairman called the Pre- Bid conference to order at 10:00 in the morning. He requested the Secretariat to make a roll call and appraise the body of the Project.

The Secretariat made a roll call of the attendees and presented the following:

Invitation was posted	-	30 October 2020
Distributed the Notice of Meeting and Invitation to Observers	-	04 November 2020
3 Conspicuous places	-	ICPC, FSP and IFT

The Secretariat also informed the body that there is no information yet as to who has submitted their intent to bid since there is a technical difficulty in accessing the PhilGeps, however, as of the moment, no bidder has yet purchased the bidding document. She then acknowledged the presence of the BAC Members, TWG and Secretariat.

The Chairperson informed that there is prospective bidder representing Progress Home and Office Furnishings. He then turned over the floor to the TWG to present the Project.

The TWG presented ITB No. BAC-PCGS-2020-03 titled Supply and Delivery of various Furniture and Fixtures at Philippine Ports Authority, PMO-Panay/Guimaras. He also informed that the PPA is adopting the new bidding documents as prescribed in the RA 9184.

The following were reiterated:



Approved Budget for the Contract	-	P1,333,000.00
Required delivery of Goods	-	30 working days
Deadline for Submission and Dropping of Bids	-	23 November 2020 at 9:30A.M.
Opening of Bids	-	23 November 2020 at 10:00A.M.


The checklist for the procurement of goods was also presented for the perusal of the prospective bidder.

The required sealing and markings on the bid documents was also reminded to the prospective bidder.

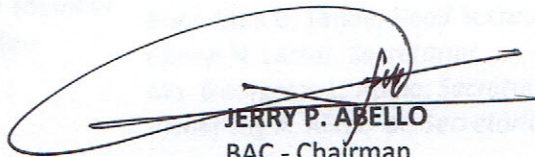
The technical specifications and Terms of Reference were also presented. Clarifications and queries were raised by the prospective bidder and were discussed by the BAC.

Having no other matters to discuss, the pre bid conference adjourned at 11:00A.M.

Prepared by:

  
**CHERYL N. LASTER**  
 BAC - Secretariat

Attested by:

  
**JERRY P. ABELLO**  
 BAC - Chairman