



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcsso.gov.ph

Minutes of Pre- Bid Conference

Re-Bidding of One (1) Unit Three (3) Tonner Hydrostatic Forklift

Date: October 24, 2018 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:		Absent: DM Alegria Asuit Mr. Francis Albert Enriquez Ms. Marifi Baladad Ms. Jennifer A. Ilao Mr. Norman Co Mr. Dennis Daniel Mr. Cary Natividad Ms. Agnes Castillo Ms. Erika Laine Ong Ms. Joana Marie Perez Atty. Salvador Justino Occiano Ms. Ana Liza Manlapaz
BAC Members	Secretariat	
AGM Lauro A. Patiag	Ms. Marileth S. Rodriguez	
Atty. Marissa O. Medrano	Mr. Roderick A. Ydel	
Atty. John Derek N. Porciuncula	Ms. Jennie R. Nabong	
DM Jose Bernardo Gochoco, Jr	Ms. Ava Catherine T. Ordillano	
	Mr. Narciso Maniquis	
Provisional Member	Support Group:	
Mr. Reynaldo Carbonel	Ms. Daisy Barrios	
Permanent TWG:	Observer:	
Technical Working Group	Mr. Albert Bensali – IAS	
Mr. Bonifacio Bernard S. Lucido	Others:	
	Ms. Carisa Tablan – Monark Equipment	

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Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	<p>Pre-Bid Conference for the Re- Bidding of One (1) Unit Three (3) Tonner Hydrostatic Forklift</p> <p>ABC: Php 1,750,000.00</p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from Internal Audit Services and the representative from prospective bidder.</p> <p>The Chairperson inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the notices were presented to the Committee.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding requirements for the procurement particularly the Eligibility Requirements, the Technical and Financial Components and to allow the prospective bidders to ask clarificatory questions.</p> <p>The Secretariat headed by Ms. Marileth S. Rodriguez explained to the</p>				

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		<p>prospective bidder the pertinent information of the procurement as contained in the bidding documents such as the following:</p> <ol style="list-style-type: none"> 1. ABC of the Procurement in the amount of Php 1,750,000.00; 2. Specifications of the procurement; and, 3. Demonstration of sealing and marking of envelopes. <p>Mr. Maniquis demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Ms. Rodriguez conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the key was enclosed in an envelope duly sealed and signed by the Committee along with the IAS Representative, Mr. Albert Bensali.</p>				

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		<p>At the end of the Pre-Bid Conference, the prospective bidder was given a questionnaire for its possible clarifications.</p> <p>The BAC asked the prospective bidder if she has any inquiry to which Ms. Tablan answered in the negative. She further mentioned that their company has an available unit similar to the technical specifications of the subject procurement.</p> <p>Prospective bidder was informed that submission of questions may also be emailed to the official BAC email address (bac@pcso.gov.ph).</p>	The Committee will accept written queries within ten (10) calendar days before Bid Opening.			

Pre-Bid Conference for the project was adjourned at 2:15 pm.


Prepared by:



DAISY G. BARRIOS



Attested by:


MARILETH S. RODRIGUEZ
Head, BAC Secretariat

Approved:


LAURO A. PATIAG
Chairperson

(on-official-business)
ALEGRIA A. ASUIT
Member

 10/24
JOHN DEREK N. PORCIUNCULA
Member


MARISSA O. MEDRANO
Vice-Chairperson


JOSE BERNARDO GOCHOCO, JR.
Member


REYNALDO CARBONEL
Provisional Member

(on-official-business)
AGNES CASTILLO
Tech. Expert