

BIDS AND AWARDS COMMITTEE (BAC)
Bell House Conference Room, Camp John Hay
06 June 2019

**HIGHLIGHTS OF THE PRE-BID CONFERENCE FOR THE PROCUREMENT OF THE
Forest Care Services for CY 2019 at Camp John Hay, Baguio City**

Attendees:

| | |
|-----------------------------------|--|
| Engr. Bobby V. Akia (BVA) | <i>Vice Chairperson/ Presiding Officer</i> |
| Edsel U. Colcol (EUC) | <i>Regular Member</i> |
| Atty. Mary Ellen S. Cabuhat (MSC) | <i>Regular Member</i> |
| Zaldy A. Bello (ZAB) | <i>Regular Member</i> |
| Arch. Luzviminda N. Panganiban | <i>Provisional Member, Infrastructure Projects</i> |
| Lea C. Quisoben-Maguilao (LCQM) | <i>Head Secretariat</i> |
| Evangeline T. Domingo (ETD) | <i>Secretariat Member</i> |
| Avigale C. Villanueva (ACV) | <i>Secretariat Member</i> |
| Mcvey B. Bogsit (MBB) | <i>BAC Assistant</i> |
| Darwin C. Perez (DCP) | <i>Technical Working Group (TWG) Member</i> |
| Engr. Manuel D. Sereño, Jr. (MDS) | <i>Technical Working Group (TWG) Member</i> |
| For. Alberto A. Banatao (AAB) | <i>End-User</i> |

Prospective Bidders:

Basilio Anis Jr.

Representative from McBeans Junkshop

Call to Order:

The meeting was called to order at **10:25 a.m.** by the BAC Vice - Chairperson after the determination of quorum.

Proceedings:

1. The BAC Vice-Chairperson mentioned that the purpose of the meeting was to give an opportunity for the prospective bidders to seek clarification concerning the procurement.
2. LCQM informed the body that the following agencies/units were sent an invitation to observe in all stages of the procurement, however, no representatives attended:
 - a. Bases Conversion and Development Authority (BCDA)
 - b. Baguio Association of Retired Professionals (BARP)
 - c. Commission on Audit – CAR

- d. Philippine Chamber of Commerce and Industry – Baguio-Benguet Chapter
e. Internal Audit Office - JHMC
3. Query from the Representative from Prospective Bidder on **Section II. QUALIFICATIONS** as stated in the *Scope of Services*:

| Query | Clarifications/Reiterations |
|--|--|
| Can we have a lower qualification in lieu of the experience? | The Scope of Services has already been approved by the Management, hence we need to apply the approved qualifications. |

4. A presentation of the contents of the Bidding documents was conducted as follows:
- Invitation to Bid. The following were mainly reiterated:
 - Bid must not exceed the Approved Budget of the Contract (ABC)
 - Schedule of the submission and opening of the bidding documents: **on or before 19 June 2019 at 9 a.m.**
 - Eligibility Requirements
 - It was mentioned that a checklist was attached in the bidding documents to be submitted by the bidder/s.
 - It was also clarified the in lieu of the PhilGEPS Certificate, the Class A documents are required. For expired Mayor's Permit and with pending application or renewal, an official receipt shall be submitted.
5. There being no queries from the prospective bidder and no other matters to discuss, the pre-bid conference was adjourned at **10:41 a.m.**

Prepared by:

(SGD) AVIGALE C. VILLANUEVA, Rpm, LPT, CHRA
Secretariat, BAC

Reviewed by:

(SGD) LEA C. QUISOBEN – MAGUILAO, CPA, REA, REB
Head Secretariat, BAC

Approved by:

(SGD) Engr. BOBBY V. AKIA
BAC Vice-Chairperson/ Presiding Officer