



Republic of the Philippines
Presidential Communications Operations Office
BUREAU OF COMMUNICATIONS SERVICES
Malacañang, Manila

Minutes of the Meeting – Pre-Bidding Conference for the Supply and Delivery of T-Shirt for use in the Philippine Identification System Project by the Bureau of Communications Services.

Date : 16 November, 2020
Time : 10:00 A.M.
Venue : Conference Room, Office of the Director,
2nd Floor BCS Office

I. Attendance

NAME	SECTION/DIVISION	POSITION/DESIGNATION
Esther Guibone	SOD	BAC Chair
Nancy P. Covacha	PD	BAC Member
Arlene A. Barrientos	SPD	BAC Member
Romeo B. Acupan, Jr.	PD	BAC Member
John S. Salvadora	PD	BAC Member
Justine Rey Hernandez	SOD	Information Officer IV (End-user)
Rysza Rhielle R. Reyes	FAD	Administrative Assistant III
Krizzel Ann M. Pacheco	FAD	Accountant II (Accountant Chief)
Mylene T. Ranosa	FAD	Administrative Officer V (Budget Chief)
Ezra M. Nicolas	FAD	Administrative Aide IV
Marcial Tundaqui	COA Representative	Auditor
Maximo Ritaga	Ritaga Enterprises	Prospective Bidder

II. Call to Order

The Pre-Bid Conference was confirmed by the Secretariat; thus, the meeting was called to order at 11:11 a.m. by the BAC Chairperson Esther G. Guibone.

III. Matters Discussed

TOPIC/AGENDA	Discussions/Clarifications/Agreements
Delivery Schedule and Payment Terms	The BAC Chair discussed the bid inclusions in reference to the bid documents specifying the items and their corresponding prices, the delivery schedule and the required quantity of items for each delivery.

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	<p>Ms. Justine Rey Hernandez, End-user, mentioned that the quantity of T-shirts required to be delivered per week can reach 10000 pieces, to which the representative of Prospective Bidder concurred, saying there are no problem on quantity.</p> <p>The BAC Chair asked how soon Prospective Bidder can deliver, to which the representative replied "after a week".</p> <p>Ms. Hernandez mentioned that the delivery should start on the first week on December.</p> <p>The BAC chair reiterated that the payment will be every second delivery.</p>
Other matters	<p>When asked about any concerns, the Prospective Bidder said that there are no additional questions and that all the required documents are updated.</p> <p>Ms. Barrientos advised the supplier to make sure all documents are available and updated because the Bid Documents are non-refundable.</p>

IV. Adjournment

There being no further matters for discussion, the meeting was adjourned at 11:18 A.M.

Prepared by:

ORIGINAL SIGNED
Ezra M. Nicolas
 Administrative Aide IV

Noted by:

ORIGINAL SIGNED
Rysza Rhielle R. Reyes
 OIC, Property and Supply Section

Approved by:

ORIGINAL SIGNED
ESTHER G. GUIBONE
 BAC Chairperson

ORIGINAL SIGNED
NANCY P. COVACHA
 BAC, Member

ORIGINAL SIGNED
ARLENE A. BARRIENTOS
 BAC, Member

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ROMEO B. ACUPAN, JR.
 BAC, Member

ORIGINAL SIGNED
JOHN S. SALVADORA
 BAC, Member