



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

Minutes of the Meeting – Pre-Bid Conference for Supply and Installation of Private Automatic Branch Exchange (PABX)

Date : June 03, 2022
Time : 3:00 PM
Venue : Zoom Videoconference

I. Attendance

NAME	SECTION/DIVISION	POSITION/DESIGNATION
Esther Guibone	SOD	BAC Chairperson
Nancy P. Covacha	PD	BAC Member
Arlene A. Barrientos	SPD	BAC Member
Rosa B. Zabala	FAD	BAC Member
Romeo B. Acupan Jr.	PD	BAC Member
Lowesito Joaquin	FAD	BAC Secretariat
Nestor B. Dato Jr.	FAD	OIC- FAD
Krizzel Ann M. Pacheco	FAD	OIC- Accounting
Mylene T. Ranosa	FAD	OIC- Budget
John S. Salvadora	OD	Executive Assistant II
Rizi Angelica Gabrang	OD	Information Officer III
Atty. Belinda M. Nagui	OD	Legal Consultant

II. Call to Order

The Pre-Bid Conference was confirmed by the Secretariat; thus, the meeting was called to order at 3:00 P.M.

III. Matters Discussed

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
Bidding Documents	Discussion.

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
	<p>The BAC Secretariat discussed some important parts of the Bidding Documents started reading the following sections stated below:</p> <p>Section I - Invitation to Bid,</p> <p>Section III – Bid Data Sheets</p> <p>Section VI – Schedule of Requirements</p> <p>Section VII – Technical Specifications and;</p> <p>Section VIII – Checklist of Technical and Financial Documents</p> <p>BAC Secretariat also clarified since no prospective bidder attended the pre-bid conference, they still can write a formal letter for any comments or clarifications regarding the bidding documents address to the BAC Chairperson and the bureau will reply also thru a letter and if there is still a need to amend on the bidding documents the bureau will issue a supplemental bid for the amendment.</p>
Other Matters	No other matters concerned.

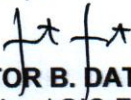
IV. Adjournment

There being no further matters for discussion, the meeting was adjourned by the BAC Secretariat at 3:15 P.M.

Prepared by:



LOWESITO JOAQUIN
 BAC Secretariat


Noted by:


NESTOR B. DATO JR.
 End-User/ OIC-FAD

Approved by:


ESTHER G. GUIBONE
 BAC Chairperson


NANCY P. COVACHA
 BAC, Member


ARLENE A. BARRIENTOS
 BAC, Member


ROMEO B. ACUPAN, JR.
 BAC, Member


ROSA B. ZABALA
 BAC, Member