



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

**Minutes of the Meeting – Pre-Bid Conference for the Supply and Delivery of One
(1) unit of UV Flatbed Printer.**

Date : June 03, 2022
Time : 1:00 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
Lovesito 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
Maricar S. Dalangin	COA	Observer

II. Call to Order

The Pre-Bid Conference was confirmed by the Secretariat; thus, the meeting was called to order at 1:25 P.M.

III. Matters Discussed

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
<p>Bidding Documents</p>	<p>Discussion.</p> <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>
<p>Other Matters</p>	<p>BAC Chairperson Ms. Guibone asked if we are allowed to request additional budget for this project, since we are aware that the price in the market is above one (1) million.</p> <p>The BAC Secretariat clarified that prior posting for this project the BAC and End-user agreed that we need to post first and proceed to procurement process until no bidder join for the bidding to justify asking for additional budget.</p> <p>Mr. John Salvadora asked what particularly brand of the end-user prefer.</p> <p>The BAC Secretariat clarified that no brand specifically prefers the end-user, but upon market scanning there's a particular brand offered a supplier which also compliant to the technical specification required. The BAC Secretariat also presents the sample of the specification required by the end user and the amount being offered by the supplier.</p> <p>Mr. John Salvadora asked if there is an After Sales Service Warranty for the Item to be bid.</p> <p>The BAC Secretariat clarified that this is included in technical specifications of the Bidding Document.</p>

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
	<p>Ms. Nancy P. Covacha asked what the next step after this pre-bid conference since no bidder is participate on this activity.</p> <p>BAC Secretariat clarified that the next step or procedure is opening of bid, if ever no bidder joins in the opening of bid the BAC may declare a failure of bidding</p>

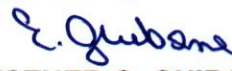
IV. Adjournment

There being no further matters for discussion, the meeting was adjourned by the BAC Secretariat at 1:48 P.M.

Prepared by:


LOWESITO JOAQUIN
 BAC Secretariat

Approved by:

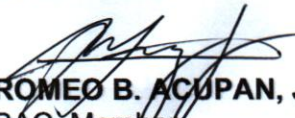

ESTHER G. GUIBONE
 BAC Chairperson

Noted by:

ABSENT / NOT ATTENDED
CAROLINA S. TONGKO
 End-User/ OIC-SPD


NANCY P. COVACHA
 BAC, Member


ARLENE A. BARRIENTOS
 BAC, Member


ROMEO B. ACUPAN, JR.
 BAC, Member


ROSA B. ZABALA
 BAC, Member