

BIDS AND AWARDS COMMITTEE  
Pre-Bid Conference Minutes of Meeting

Project: **Service Maintenance Contract for Storage of Microfilm Rolls  
for a Period of One (1) Year**

Date: July 3, 2019

Time: 9:00 am

I. Attendees:

BAC Members: General Accountant Emmanuel Y. Artiza, Chairman  
Assistant Director Armando A. Pan Jr., Vice Chairman  
Assistant Director Daisy B. Pabuaya, Member  
Assistant Director Oliver O Leonardo, Member  
Assistant Director Kenneth Joy A. Quimio, Member  
Assistant Director Isma C. Gonzales, Alternate Member  
Ms. Pilar E. Lantin, (Financial Adviser)

Technical Working Group:

Atty. Marlon G. Facun  
Engr. Jose Carlo P. Ambat  
Engr. Marlon Lester Cantor  
Noel B. Ara, End -User Representative

Prospective Bidders:

PROSPECTIVE BIDDER	AUTHORIZED REPRESENTATIVES
1. Micro-imaging Sales & Services Incorporated (MSSI)	Ms. Claudine Castañeda

II. Call to Order

Time: 9:00 am

Quorum: Yes

III. Preliminaries: In compliance with the requirements of the 2016 Revised IRR, the following were presented:

DOCUMENT	POSTING	DATE
Invitation to Bid	PhilGEPS	June 24, 2019
	SEC Website	June 24, 2019

Letter to Observer	COA	June 26, 2019
	PISM	June 27, 2019
	PCCI	June 27, 2019

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IV. Discussion/Open Forum:

The Secretariat discussed the Checklist of Requirements (Annex A) and the common reasons resulting to disqualification of the bidders in its submission and opening of its bids.

Noel B. Ara, End –User Representative discussed the Technical Specifications of the project.

The following clarifications were raised during the open-forum:

SEC REQUIREMENT	CLARIFICATION	SEC RESPONSE
<ul style="list-style-type: none"> <li>Statement of Largest completed contracts. Section 5.4 For this purpose, similar contracts shall refer to the <b><u>“Service Maintenance Contract for Storage of Microfilm”</u></b> page.37</li> <li>The Bidder must have completed, <b>within the five (5) years prior to the deadline of submission and receipt of bids for this project</b>, a single contract that is similar to the project at hand and whose value must be atleast fifty percent (50%) ABC to be bid. Such contract must be part of, or included in, the Statement under Item 12 .1 (a)(iii) hereof. Bidder shall include in their bids:</li> </ul>	<ul style="list-style-type: none"> <li>MSSI’s single largest contract refers only to rewashing, is that acceptable?</li> <li>Aggregate similar contract acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>Response shall be included to the Bid Bulletin.</li> <li>Response shall be included to the Bid Bulletin.</li> </ul>

<ul style="list-style-type: none"> <li>• Statement of on-going contracts</li> </ul>	<ul style="list-style-type: none"> <li>• The Secretariat clarified that Completed, Extended and/or on a month to month basis are considered completed contracts not on-going</li> </ul>	<ul style="list-style-type: none"> <li>• Renewed / extended contracts shall be considered as on-going contracts for deletion. Page. 72</li> </ul>
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46 V. Other Instructions:

47 The Secretariat reminded the prospective bidder to submit its clarification; If there's still  
 48 any on or before July 5,2019 at [bacsec@sec.gov.ph](mailto:bacsec@sec.gov.ph) .

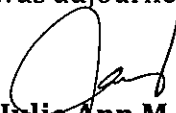
49 VI. Adjournment:


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51 The meeting was adjourned at 10:30 am

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54 Prepared by :   
 55 Julie Ann M. Roa  
 BAC Secretariat

56 Noted by :   
 57 Roseller N. Capila  
 58 Officer - in - Charge, BAC Secretariat

59 Approved by: **General Accountant Emmanuel Y. Artiza, Chairman**

60 ✓ **Com. Secretary Armando A. Pan, Jr., Vice Chairman**

61 **Assistant Director Daisy B. Pabuaya, Member**

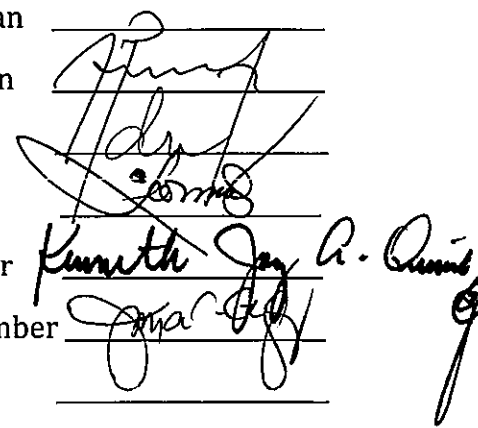
62 ✓ **Assistant Director Oliver O Leonardo, Member**

63 ✓ **Assistant Director Kenneth Joy A. Quimio, Member**

64 ✓ **Assistant Director Isma C. Gonzales, Alternate Member**

65 **Ms. Pilar E. Lantin, (Financial Adviser)**

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Bids and Awards Committee

**ATTENDANCE**  
**Pre-Bid Conference**  
 July 3, 2019

Service Maintenance Contract for Storage of Microfilm Rolls for a Period of One (1) Year | 9:00 AM

BAC Members	Signature
BAC Chairperson Emmanuel Y. Artiza	
Com. Sec. Armando A. Pan Jr.	
Asst. Dir. Kenneth Joy A. Quimio	
Asst. Dir. Daisy B. Pabuaya	
Asst. Dir. Oliver Leonardo	
Asst. Dir. Isma C. Gonzales	
Ms. Pilar E. Lantin (Financial Adviser)	
<b>Technical Working Group</b>	
Atty. Marlon G. Facun	
Engr. Jose Carlo P. Ambat	
Engr. Marlon Lester Cantor	
Engr. Marcelo Q. Rabara	
Ms. Joanna Corazon F. Fonte	
Noel B. Ara, End-User Representative	
<b>Secretariat</b>	
Roseller N. Capila	
Mr. Norlan M. De las Alas	
Mr. Christian Noel B. Castillo	
Ms. Femmy Jane P. Baluyot	
Ms. Marilyn B. Bredes	
Ms. Julie Ann M. Roa	

