



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

BIDS AND AWARDS COMMITTEE

**MINUTES OF MEETING
PRE-BID CONFERENCE
SECURITY AND JANITORIAL SERVICES**

December 23, 2019, 9:30 AM @ DBM-RO8 (GAD Center), Tacloban City

I. Attendance

BAC/BAC Sec/TWG

Florita M. Lacdo-o
Liberace N. Limsiaco
Juvy A. Lobedica
Absal N. Abah
Rheand Cornell M. Palomino
Mylene G. De Veyra

Remarks

Chairperson
Member
Member
Member
Secretary
Secretary

Absent:

Aleli N. Hernandez (did not attend)
Josefina P. Escoto (on leave)

Vice-Chairperson
Member

Prospective Bidders/Suppliers

Maria Luisa G. Valuis
Romualdo Ver R. Valuis

Vision Janitorial and Allied Services
Vision Security

Observers*

None

**BAC invited observers from Commission on Audit (COA) Resident Auditor, Leyte Chamber of Commerce and Industry, and Leyte Family Development Organization-Multi-Purpose Cooperative (LEFADO-MPC) but none attended from the said office/organization.*

II. Preliminaries

Facilitated by the BAC Secretary, the following preliminaries were executed prior to the start of the meeting proper:

- i. Invocation
- ii. Acknowledgment of Attendees

The BAC Secretary then informed the Body that Observers from COA, Leyte Chamber of Commerce and Industry, and LEFADO-MPC, were invited to attend the procurement activities of this particular project, however, none was present in the pre-bid conference.

III. Call to Order

Upon declaration of a quorum, the BAC Chairperson called the meeting to order at 9:30 A.M.

IV. Highlights of the Meeting

The Chairperson asked the prospective bidders why they failed to timely submit their bids in the 1st bidding, where they responded that they could not complete the documentary requirements on time. Further, she informed them that there were no changes made in the bidding documents for this 2nd bidding and encouraged them to ask questions/clarifications instead. Questions and corresponding answers were as follows:

Question/Clarification	Answer
Can we use the same notarized documents which were used in the 1 st bidding?	No. It must be dated not earlier than the date of 2 nd posting.
What is the basis of VAT computation, is it the gross amount or the agency fee?	BAC will check/inquire through the DBM Accountant.
Can we still use the Certificate of No Pending Case from DOLE which we acquired in the 1 st bidding?	No. An updated Certificate shall be required.

V. Adjournment

There having no other matters up for discussion, the meeting adjourned at 10:00 A.M.

Prepared by:



RHEAND CORNELL M. PALOMINO
BAC Secretary


Noted and Approved by BAC Members:


12/23/17
FLORITA M. LACDO-O
Chairperson

(did not attend)
ALELI N. HERNANDEZ
Vice-Chairperson

(on leave)
JOSEFINA P. ESCOTO
Member


LIBERACE N. LIMSIACO
Member


JUVY A. LOBEDICA
Member


ABSAL N. ABAH
Member