

Minutes of Pre-Bid Conference  
**Purchase of Furniture, Fixtures, Machinery and Equipment for the use of Centers and Residential Care Facilities**  
**ITB#2018-DSWD-CAR-08**  
August 3, 2018

**BAC:**

Enrique H. Gascon Jr.	-	Chairperson
Concepcion E. Navales	-	Vice-Chairperson
Amelyn P. Cabrera	-	Regular Member
Edna S. Benitez	-	Provisional Member (End-User)
Angel Bagayao	-	Provisional Member (Technical Expert)
John Phillip Lamsis	-	Provisional Member (Technical Expert)

**Prospective Bidders**

Marilyn Canillo	-	Representative-UNICOM Office Designs
Deejay Jao	-	Representative-UNICOM Office Designs
Jerome Kani	-	Representative-Lincee

**Observers:**

None

**Procurement Section and TWG for the CRCF:**

Peachy May M. Verzola	-	Member
Victor U. Bomowey	-	PPMU
Cherry Mae Arnobit	-	CMU
Marlene Bayongasan	-	FA II

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**Business Matters:**

The pre-bid conference for the *Purchase of Furniture, Fixtures, Machinery and Equipment for the use of Centers and Residential Care Facilities (ITB#2018-DSWD-CAR-08)* was presided by the BAC Chairperson, Mr. Enrique H. Gascon Jr. and started around 10:18 AM at the DSWD-CAR Dormitory.

A brief introduction on the composition of the BAC members and its Secretariat present was made. Bidders' representatives were also acknowledged. Observers were notified but no one was able to attend.

The pre-bid proper started with the presentation of the Invitation to Bid and the whole bidding documents including the schedules. It was emphasized by Mr. Gascon that late bid proposals will not be accepted, and added that the bidders' time should match/be synchronized with that of the DSWD-CAR's time (based on the biometrics located at the lobby of the field office). While the technical specifications were being discussed, Mr. Enrique Gascon Jr. encouraged the bidders and bidders' representatives present to give their comments if any so agreements will be reached and to avoid failure of procurement if possible.

During the presentation of the technical specifications, it was noted that almost all of the items listed have incomplete specifications, thus, it was agreed that the end-user represented by Engineer Angel Bagayao and Engineer John Philip Lamsis, in consultation with the Centers concerned, finalize all the drawing plans as well as the dimensions and complete technical specifications of all the needed items/materials. This will be the subject of

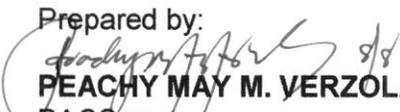
the bid supplement which will be issued within five (5) calendar days after the conduct of the conference.

Commenting on the specifications, Ms. Marilyn Canillo aired that the thirty (30) calendar days delivery period will not suffice since the compactor will be imported therefore it would take how many days to order and deliver it. With this, the body agreed to change the delivery period into sixty (60) calendar days. The checklist was the final document presented and discussed wherein Mr. Gascon emphasized that all the listed documents being required should be valid at the time of the opening and no substitute/temporary document to this effect is allowed. Ms. Canillo inquired if PhilGEPS registration is still needed to be attached when in fact when getting other permits and necessary documents, one cannot get such without a PhilGEPS registration. Mr. Gascon acknowledged such idea of the bidder however, he again stressed out that for purposes of the bid opening, all the required documents should be attached in the bid proposal and absence of one would make the bid ineligible. Proper sealing, marking, and tabbing of envelope and documents were discussed. It was also announced by the BAC Chairperson that as much as possible, the bidder or its representative should be present during the opening of bids.

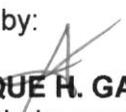
Before adjournment and for the benefit of Mr. Jerome Kani (Lincee) who came in around 10:45AM for purposes of the pre-bid for ITB # 2018-DSWD-CAR-07, Mr. Gascon briefly presented the Invitation to Bid and technical specifications of the said bidding. No concerns were raised by the prospective bidder.

There having no more issues to discuss, the pre-bid conference was adjourned at 11:30 AM.

Prepared by:

  
**PEACHY MAY M. VERZOLA**  
BACSec

Noted by:

  
**ENRIQUE H. GASCON JR.**  
BAC Chairperson *02/07*