



### **Minutes of Pre-Bid Conference**

Procurement of One (1) Unit of Brand New Battery Operated Forklift (PB-01-21)  
17 February 2021, 10:00 A.M.

#### **BAC Members**

Mr. Dominic F. Tajon, *Chairperson*  
Mr. Frederick S. Tarun, *Vice Chairperson*  
Mr. Michael D. Santiago, *Member*  
Ms. Josefina L. Omol, *Member*  
Mr. Agapito C. Bragais Jr., *Member*

#### **Technical Working Group**

Mr. Scott Atayde, *Head*  
Ms. Ma. Merla D. Escobar, *Member*  
Mr. Joselito Rabulan, *Member*  
Ms. Carla P. Abobo, *Member*  
Ms. Ednalyn S. Cortez, *Member*  
Mr. Kristian Torio, *Member*  
Ms. Jeacell S. Duran, *Member*  
Ms. Mylah P. Domingo, *Member*

#### **BAC Secretariat**

Ms. Lea Ann M. Gamban, *Head*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*  
Ms. Niña Angelica A. Alinea, *Member*  
Ms. Erlinda E. Diaz, *Ad-hoc Member*

#### **End User Representative**

Mr. Jimmy Gamilla, *Materials Control  
Department Representative*

#### **Prospective Bidder**

- 1. Project Management and Technical Resources Corporation (Promatech),**  
*represented by Ms. Sarah Diaz*

### **I. Call to Order**

- Mr. Dominic F. Tajon as BAC Chairperson presided over the Procurement of One (1) Unit of Brand New Battery Operated Forklift (PB-01-21) which started at exactly 10:05 A.M. The invocation and national anthem were led by Ms. Michelle B. Martinez and Mr. RP P. Delos Reyes, respectively.

### **II. Agenda**

1. Introduction of Participants
2. Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
  - a. Eligibility requirements required for government bidding;
  - b. Technical specifications and other requirements for the project, and
3. Other matters

### **III. Certification of Quorum**

- Mr. Tajon, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "Procurement of One (1) Unit of Brand New Battery Operated Forklift (PB-01-21)". Thereafter, he requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day. In response, Ms. Lea Ann M. Gamban, Head of the BAC Secretariat, confirmed that the members present constitute a quorum.

#### IV. Discussion

- The Head of BAC Secretariat informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website, and APO BAC Bulletin board on 9 February 2021.
- Thereafter, Ms. Gamban mentioned that in Compliance with Section 13 of the RIRR of R.A 9184 and to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. However, no observer attended the said conference.
- Further, she mentioned that the Annual Procurement Plan (APP) for CY 2021 intends to apply the sum of Two Million Pesos (**PhP 2,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Tajon requested the End User representative, Mr. Jimmy Gamilla, Stockman, Materials Control Department, to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- During the discussions, the following concerns or clarifications were made as follows;
  - 1) Under Section VII. Technical Specifications of the Bidding Documents, the minimum and maximum mast height of the required height of forklift shall be first discussed by the Technical Working Group and the End-user and in any case, shall include to the Supplemental Bid Bulletin No. 1.
  - 2) Due to urgency of need of the equipment, there will be no extension or adjustment of the delivery date as explained by the End User.
  - 3) The BAC shall issue a Supplemental Bid Bulletin No. 1 to cover the necessary adjustment under Section III. Bid Data Sheet, ITB Clause No. 5.4, for this purpose, similar contract shall refer to **“Any Industrial Machinery and Equipment”**.
- Mr. Tajon stated that BAC will issue the corresponding bid bulletin on or before 22 February 2021 to respond to any changes or clarifications made in writing after the pre-bid conference or any request done by the bidders not later than 19 February 2021.

## **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 10:20 A.M.

**Prepared by:**

**SGD.**  
**MS. MICHELLE B. MARTINEZ**  
*BAC Secretariat*

**Noted by:**

**SGD.**  
**MS. LEA ANN M. GAMBAN**  
*Head, BAC Secretariat*

**Approved by the Bids and Awards Committee:**

**SGD.**  
**DOMINIC F. TAJON**  
Chairperson

**SGD.**  
**FREDERICK S. TARUN**  
Vice Chairperson

**SGD.**  
**MICHAEL D. SANTIAGO**  
Member

**SGD.**  
**JOSEFINA L. OMOL**  
Member

**SGD.**  
**AGAPITO C. BRAGAIS, JR.**  
Member