

MINUTES OF MEETING

Friday, March 5, 2021	1:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I														
TYPE OF MEETING	Prebid Conference														
PROJECT	<i>Supply and Delivery of Looseleaf for the Procurement Service</i>														
REFERENCE NO.	PB 21-020-1														
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <table> <tr> <td>Mr. Dickson Pantí</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Ana Zosith Cañares</td> <td>Ad-Hoc Representative</td> </tr> <tr> <td>Ms. Rina Maureen M. Maurera*</td> <td>Provisional Member</td> </tr> </table> <p>SECRETARIAT</p> <table> <tr> <td>Ms. Maybelline N. Galang</td> <td>Secretariat-in-Charge</td> </tr> </table> <p>TECHNICAL WORKING GROUP</p> <table> <tr> <td>Mr. Karlou Borja</td> <td>PS</td> </tr> <tr> <td>Mr. Joseph De Sales</td> <td>PS</td> </tr> </table> <p><i>*Present through Google Meet</i></p>	Mr. Dickson Pantí	Chairperson	Engr. Nicole John D. Cabueños	Vice-Chairperson	Ms. Ana Zosith Cañares	Ad-Hoc Representative	Ms. Rina Maureen M. Maurera*	Provisional Member	Ms. Maybelline N. Galang	Secretariat-in-Charge	Mr. Karlou Borja	PS	Mr. Joseph De Sales	PS
Mr. Dickson Pantí	Chairperson														
Engr. Nicole John D. Cabueños	Vice-Chairperson														
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Ms. Maybelline N. Galang	Secretariat-in-Charge														
Mr. Karlou Borja	PS														
Mr. Joseph De Sales	PS														
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Prebid Conference started at 2:15 PM with the Chairperson presiding. The Secretariat acknowledged the presence of the attendees, and stated with the presence of the 4 members of the BAC, the required quorum has been established. 														

DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
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BID DATA SHEET	NO DISCUSSION
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	No bidders attended the Pre-bid Conference.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2: 30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Friday, February 5, 2021.
PREPARED BY	BAC Secretariat: SGD. MS. MAYBELLINE N. GALANG Secretariat
CERTIFIED CORRECT	Bids and Awards Committee I: SGD. MS. RINA MAUREEN M. MAURERA Provisional Member SGD. MS. ANA ZOSITH A. CAÑARES Ad-Hoc Representative

Not present
ATTY. EARVIN JAY I. ALPARAQUE
Regular Member

SGD.
ENGR. NICOLE JOHN D. CABUEÑOS
Vice Chairperson

SGD.
MR. DICKSON T. PANTI
Chairperson