



**BIDS AND AWARDS COMMITTEE (BAC)  
MINUTES OF MEETING**

**03 November 2020 (Tuesday) 10:00 A.M.**

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjQ5Y2MxZDItZjZmMi00NTdiLWJmZjctN2ZmMjlmNmI0YTU3%40thread.v2/0?context=%7b%22Tid%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

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Subject Matter : Pre-Bid Conference  
Project : *ISDN/IP Telephony System Upgrade*  
Mode of Procurement : Competitive Bidding  
Reference No. : Lot No. 2020-26

Attendees:

1. BAC Members, BAC Technical Working Group, and BAC Secretariat:

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Sharon O. Montañer	Vice-Chairperson, BAC
Marina C. Bugayong	Member, BAC
Jose Romulo L. Castro	Member, BAC
Chiara Angela L.B. Blanco	Chairperson, BAC TWG
Amabelle D. Del Rosario	Vice-Chairperson (CB), BAC TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), BAC TWG
Kent Fred B. Latorre	Member, BAC TWG
Timothy L. Arce	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Kio Paulo H. San Andres	BAC Support

2. End-User:

Name	Position
Teofilo G. Arbalate, Jr.	Information Technology Officer III (PPIS-MSD)
Anna Marie S. Laqui	Computer Maintenance Technologist III (PPIS-MSD)

**I. Call to Order**

The Pre-Bid Conference for the *Procurement of ISDN/IP Telephony System Upgrade* with an Approved Budget for the Contract (ABC) of Eight Million Pesos (PhP8,000,000.00), was called to order at twenty-eight minutes past ten o'clock in the morning (10:28 A.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

## **II. Determination of Quorum**

The BAC Secretariat Chairperson, Atty. Arjay Louie Eu B. Cuanan, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, BAC Vice-Chairperson Sharon O. Montañer, and BAC Members Atty. Jose Romulo L. Castro and Atty. Marina C. Bugayong.

After having established the required quorum, the BAC Secretariat Chairperson likewise acknowledged the presence of the BAC Technical Working Group (TWG), BAC Secretariat, BAC Support, as well as the representative from the end-user. Invitations to observe the Pre-Bid Conference were sent to Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

## **III. Proceedings**

BAC Secretariat Chairperson Cuanan manifested that no prospective bidders manifested their intention to join the scheduled Pre-Bid Conference.

BAC Chairperson Barrozo asked the pleasure of the BAC given that no prospective bidders joined and signified their intention to join the Pre-Bid Conference.

BAC Vice-Chairperson Montañer emphasized that the primary purpose of the pre-bid conference is to address the concerns and inquiry of the bidders. She further moved for the adjournment of the meeting given that no bidders signified intent to join the pre-bid conference.

BAC Member Atty. Marina C. Bugayong seconded the motion.

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#### **IV. Adjournment**

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty-three minutes past ten o'clock in the afternoon (10:33 A.M.).

**Approved By:**

**HEIDDI VENECIA R. BARROZO**  
*BAC Chairperson*

  
**SHARON O. MONTAÑER**  
*BAC Vice-Chairperson*

**MARINA C. BUGAYONG**  
*BAC Member*

(TOOK NO PART)  
**AUGUST ANTHONY N. BALUTE**  
*BAC Member*

**JOSE ROMULO L. CASTRO**  
*BAC Member*

**ATTESTED BY:**



**ARJAY LOUIE EU B. CUANAN**  
*Chairperson, BAC Secretariat*