



Republic of the Philippines  
**ENERGY  
REGULATORY  
COMMISSION**

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

**05 February 2021 (Friday) 11:00 A.M.**

Through Videoconferencing via MS Teams

<https://teams.microsoft.com/l/meetup->

[join/19%3ameeting\\_M2U4NjFkYWYtZTIhMCO0MzU3LWE1MzktOWZkMGQyOTk3NmQ1%40thread.v](https://teams.microsoft.com/join/19%3ameeting_M2U4NjFkYWYtZTIhMCO0MzU3LWE1MzktOWZkMGQyOTk3NmQ1%40thread.v)

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Subject Matter : Pre-Bid Conference  
Project : *Supply and Delivery of Publication Services*  
Mode of Procurement : Competitive Bidding  
Reference No. : Lot No. 2021-04

Attendees:

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

<b>Name</b>	<b>Position</b>
Heiddi Venecia R. Barrozo	Chairperson, BAC
August Anthony N. Balute	Member, BAC
Socorro P. Belostrino	Alternate Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), TWG
Ferdinand A. Salviejo	Member, TWG
Timothy L. Arce	Member, TWG
Vladimere B. Pulmones	Member, TWG
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
John Paul J. Sending	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosalyn T. Flores	BAC Support

2. End-User:

<b>Name</b>	<b>Position</b>
Cherry Lynn S. Gonzales	Member, BAC Secretariat and as representative from the end-user, Finance and Administrative Service (FAS)

### 3. Prospective Bidders:

<b>Name</b>	<b>Company/Organization</b>
Blessie Good	Business Mirror (Business)
Geraldine Datoy	Daily Tribune (Tribune)

## **I. Call to Order**

The Pre-Bid Conference for the *Procurement of Supply and Delivery of Publication Services*, with an Approved Budget for the Contract (ABC) of Two Million Five Hundred Thirty-Six Thousand Pesos (PhP2,536,000.00), was called to order at thirteen minutes past eleven o'clock in the afternoon (11:13 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 Vice-Chairperson, Atty. Marie Alexis Denise S. Gayon, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, BAC Member August Anthony N. Balute, and BAC Alternate Member Ms. Socorro P. Belostrino.

After having established the required quorum, the BAC Secretariat Vice-Chairperson likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat, support staff, as well as the representative from the end-user and the prospective bidders.

## **III. Proceedings**

BAC Chairperson Barrozo asked BAC Secretariat Vice-Chairperson Gayon to show on screen the Terms of Reference (TOR) of the project and briefly went over the salient features thereof such as the a) project coverage, b) contract period, c) ABC, d) mode of procurement, f) qualifications, g) scope of work, h) manpower requirements i) support services, j) warranty, k) schedule and place of delivery and l) terms of payment.

## **IV. Question and Answers**

1. Ms. Geraldine Datoy from Daily Tribune sought clarification regarding the ABC since the TOR indicated Two Million Three Hundred Fifty-Six Thousand Pesos (PhP2,356,000.00) while the PBD mentioned Two Million Five Hundred Thirty-Six Thousand Pesos (PhP2,536,000.00).

- The BAC Chairperson clarified that the ABC for the subject procurement is Two Million Five Hundred Thirty-Six Thousand Pesos (PhP2,536,000.00), and manifested that the BAC will issue the necessary bid bulletin on the matter.
2. Ms. Blessie Good from Business Mirror asked regarding the Single Largest Completed Contract (SLCC) for the subject procurement. She also asked if they could submit certified true copies (CTC) of their financial statements since their originals were misplaced and that they are currently trying to locate the original copies. Lastly, she asked how they should go about the preparation of their statement of compliance to the Technical Specifications/TOR.
- BAC Chairperson Barrozo answered that the SLCC is equivalent to at least fifty percent (50%) of the ABC.
  - She further clarified that while the BAC allows the submission of CTCs, the winning bidder is required to present the original copies of the documents for comparison during the Post-Qualification stage of the procurement.
  - The BAC Chairperson recommended that the bidders reproduce the TOR and place or indicate their compliance on all the relevant parts of the said TOR.

The BAC Chairperson reminded the prospective bidders about the following timeline: a) deadline for the submission of request for clarifications on 08 February 2021; b) deadline for the submission of bids on 19 February 2021 at twelve noon (12:00 P.M.); and c) bid opening on the same day at one o'clock in the afternoon (01:00 P.M.).

The BAC Chairperson requested the prospective bidders to bring the original copies of the documents during the opening of bids for comparison to expedite the process. She also reminded them to use the updated templates provided for by the GPPB which can be accessed through the latter's website and that the links are also indicated in the PBD. Lastly, she reminded the prospective bidders to comply with the 2004 Notarial Rules of Practice.

*(Remainder of page left intentionally blank)*

**V. Adjournment**

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty-two minutes past eleven o'clock in the morning (11:32 A.M.).

**Approved by:**

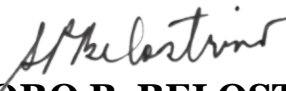
**HEIDDI VENECIA R. BARROZO**  
*BAC Chairperson*

(TOOK NO PART)  
**SHARON O. MONTAÑER**  
*BAC Vice-Chairperson*


(TOOK NO PART)  
**MARINA C. BUGAYONG**  
*BAC Member*

**AUGUST ANTHONY N. BALUTE**  
*BAC Member*

(TOOK NO PART)  
**JOSE ROMULO L. CASTRO†**  
*BAC Member*

  
**SOCCORO P. BELOSTRINO**  
*Alternate BAC Member*

**ATTESTED BY:**

  
**MARIE ALEXIS DENISE S. GAYON**  
*Vice-Chairperson, BAC Secretariat*