

PRE-BID CONFERENCE

**Project: PROCUREMENT OF LIGHTING EQUIPMENT**

**AUGUST 24, 2020, 10:00 AM**

**RTVM Conference Room**

Attendees:

VIRTUAL:

Dulce Amor Quintana	-	BAC Chairperson (Presiding Officer)
Eileen Arante	-	BAC Vice-Chairperson (Presiding Officer)
Orlando Camua	-	BAC Member
Leoneil Corpin	-	BAC Member (On site/Virtual)
Mark Vincent Quiambao	-	TWG
Elicir Burlaos	-	TWG
Benny Cabaltica	-	End-User's Representative
Wilfred Urrea	-	Solid Video Corporation
Mark Joseph Friala	-	Solid Video Corporation
Auditor Marcial Tundagui	-	COA Representative / Observer
Rowela Mae Garcia	-	BAC Secretariat
Fe Garcia	-	BAC Secretariat

ON SITE:

Edgar de la Cruz	-	BAC Member
Brando Aguilan	-	Alternate BAC Member
Dionilou Fuyonan	-	BAC Secretariat

**1. CALL TO ORDER**

The Pre-Bid Conference was called to order by the BAC Chairperson at exactly 10:00 am. The attendees, both on-line and on-site were acknowledged by the BAC Secretariat.

**2. INTRODUCTION OF THE PROJECT:**

The BAC Chair initially introduced the Project: Procurement of Broadcast Equipment. She informed that its approved budget for the contract amounted to Php3,288,996.00 and that the Project's identification number is PBS-RTVM20-002. She said that the bid documents were available at the Procurement Office at a cost of Php3,000.00.

The BAC Chair stated that the Invitation to Bid for the project was published starting July 22, 2020 at PhilGEPs website, @rtvm.gov.ph and at RTVM conspicuous places. She further mentioned that pursuant to Sec. XIII of the GPRA, the Bids and Awards Committee invited observers for the bidding activities of the Project to enhance the transparency and integrity of the bidding process.

Since the Pre-Bid Conference main purpose is to provide opportunity for the bidders to make clarifications regarding the project, she encouraged the attending bidders to raise the queries they might have at the course of the Pre-Bid Conference or while the Bid Documents were being presented.

**3. PRESENTATION OF BID DOCUMENTS**

The BAC Secretariat presented the bid documents for the Project: Procurement of Lighting Equipment from Sections I to VIII. Bid Bulletins dated July 28 and August 6, 2020 issued by the Bids and Awards Committee affecting the bidding activities' schedules of the project were

discussed. The BAC Secretariat emphasized that the bid bulletins should be submitted altogether with the accomplished bid form and schedule of prices in the financial bid. Pertinent information on the Bid Data Sheet and Special Conditions of the Contract were also explained.

The prospective bidder had no other question too on the Schedule of Requirements and Technical Specifications of the Project. However, it was informed that any interested bidder whether present or absent in the Pre-Bid Conference can still submit written clarificatory questions within two days after the Conference in order to give the Bids and Awards Committee ample time to resolve any clarification, and issue a corresponding bid bulletin if necessary, without affecting the bid opening date.

The BAC Secretariat likewise discussed the contents of the bid envelope to be submitted by the bidders. Physical submission of bid envelopes would be required so as not to compromise the integrity and confidentiality of the bid submission and bid opening.

It was made clear that no other relevant information affecting the bid documents took place at the course of the Pre-Bid Conference that may give rise to an issuance of a supplemental bid bulletin. The Bids and Awards Committee shall only be prompted to issue another bid bulletin at an instance there would be written clarifications after the Pre-Bid Conference requiring for resolution.

#### 4. ADJOURNMENT

The BAC Chair reminded that the Last Day for Submission of Bids is on September 7, 2020 at 10:00 am right after which the bid opening session commences.

The bidders were advised to notify the BAC Secretariat before the start of the bid opening should they opt to witness the bid opening on line so that a link could be provided to them. Those who would physically come to office for the bid opening were likewise encouraged to coordinate a day before the actual visit so that clearance from the Presidential Security Guard for gatepass purposes can be secured.

Having no other matters to discuss, the BAC Chairperson ended the Conference at 11:27 am.

Prepared by:



**FE T. GARCIA**  
BAC Secretariat

#### Certified Correct and Approved:



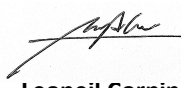
**Dulce Amor Quintana**  
BAC Chairperson



**Eileen Arante**  
BAC Vice-Chairperson



**Orlando Camua**  
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