



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound  
Camp General Emilio Aguinaldo  
Quezon City

## **BIDS AND AWARDS COMMITTEE**

### **MINUTES OF THE MEETING**

20 June 2019, Wednesday 1:00 PM  
LAD Conference Room

#### **1.0 ATTENDANCE**

##### **Bids and Awards Committee**

MR. FERDINAND C. PALOR	-	Vice-Chairperson
MS. KATHERINE T. ARROJO	-	Regular Member
MS. MELINDA I. LUNA	-	Regular Member
ENGR. VALERICO C. LIM III, MNSA	-	Regular Member
DR. PILAR D. IBARRA	-	Provisional Member

##### **BAC TWG**

ATTY. BRIAN JAMES C. CUEVAS	-	Head and Legal Officer
MS. MA. LUISA S. TOLENTINO	-	Technical Support Personnel
MS. JASMIN A. BAITO	-	Technical Support Personnel
MR. JOHN PAUL Q. NESPEROS	-	Technical Support Personnel
MS. MARIGRACE G. MANAHAN	-	Administrative Aide

##### **BAC SECRETARIAT**

ENGR. DIOMEDES C. PALOR	-	Head
MS. MILAGROS P. PUNZALAN	-	Stenographer
MS. JOSEPHINE P. DELOS REYES	-	Administrative Assistant
MS. HANNAH MAE P. CAMARINES	-	Administrative Assistant

##### **OTHER ATTENDEES**

MS. FLORESITA CABRERA	-	SALAKOT DRUGSTORE
MS. ZARA FUA	-	AYAMED DRUG
MS. MELODIA GARNIEL	-	AYAMED DRUG
MS. MA. ARLENE JANE B. TABOR	-	FILADAMS PHARMA INC.

#### **2.0 CALL TO ORDER**

The presiding Officer, BAC Vice-Chairperson called the meeting to order at 1:00 PM.

The Head, BAC Sec confirmed that there is a quorum.

#### **3.0 AGENDA**

Pre-Bid Conference for the Supply and Delivery of Medicines with an ABC of P 1,226,470.00..

#### 4.0 KEYPOINTS OF DISCUSSION

##### PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY OF MEDICINES WITH AN ABC OF P 1,226,470.00.

The presiding Officer, BAC Vice-Chairperson opened the Pre-Bid Conference for the Supply and Delivery of Medicines and explained that the Pre-Bid Conference was held to clarify and explain the requirements, terms, conditions and specifications stipulated in the PBDs.

BAC Vice-Chairperson informed the prospective bidders that should there be a need to issue a supplemental/bid bulletin for any issue that would arise from the pre-bid conference; the PVAO BAC shall do so accordingly.

BAC Vice-Chairperson informed the participants that the Head, BAC Sec will be discussing the basic requirements and details of the procurement and to be followed by the BAC TWG to discuss the details of the technical specifications and schedule of requirements and advised the prospective bidders to feel free to ask questions at any point of the briefing.

Head, BAC Sec started by introducing the following prospective bidders who choose to attend the pre-bid conference, namely:

COMPANY	REPRESENTATIVES
1. SALAKOT DRUGSTORE	Ms. Floresita Cabrera
2. AYAMED DRUG	Ms. Zara Fua Ms. Melodia Garniel
3. FILADAMS PHARMA, INC.	Ms. Ma.Arlene Jane B. Tabor

Likewise, the members of the PVAO Bids and Awards Committee, BAC TWG and BAC Secretariat.

Head, BAC Sec informed the Committee that the invited representative from Commission on Audit (COA) and observers from Volunteer Against Crime and Corruption (VACC) and Philippine Chamber of Commerce and Industry (PCCI) were invited but were not able to attend and participate in the proceedings.

Head, BAC Sec started the discussion on the basic requirements with the presentation of the project a) Identification, b) Initial Steps conducted in the bidding process and 3) Details on the submission and opening of bids.

##### Project Identification

Purchaser (or Employer) Name Address	Philippine Veterans Affairs Office Camp Gen. Emilio Aguinaldo, Quezon City
1.2 Name of the Project	<b>Supply and Delivery of Medicines</b>
1.3 Location of the Project	PVAO Main Office, Camp Aguinaldo, Quezon City
1.4 ABC	<b>One Million Two Hundred Twenty Six Thousand Four Hundred Seventy Pesos (P 1,226,470.00)</b>
1.5 Method of Procurement	Public Bidding

##### Initial steps conducted in the bidding process

2.1 Invitation to Apply for Eligibility and to Bid Date of PhilGEPS Posting Date of Website Posting Date of Posting at Conspicuous Place	12 June 2019 12 June 2019 12 June 2019
2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	12 June 2019 to 03 July 2019 N/A

2.3 Amendments to Bidding Docs, if any List all issue dates	None
2.4 Pre-Bid Conference, if any Date of Conference	20 June 2019 ; 1:00 PM
2.5 List of Observers Commission on Audit – Auditor Melinda S. Torio  Volunteer Against Crime & Corruption – Mr. Dante Jimenez Philippine Chamber of Commerce and Industry – Mr. George T. Barcelon	Date Received: 06/13/2019 Sent personally Date Received: 06/13/2019 Sent thru email Date Received: 06/13/2019 Sent thru email

**Details on the submission and opening of bids.**

3.1 Bid Submission Deadline Original date, time Extensions, if any	03 July 2019 ; 1:00 PM None
3.2 Bid Opening date, time	03 July 2019; 1:01 PM
3.3 Number of bids submitted	
3.4 RFQ validity Period (days/weeks) Originally specified  Extensions/Revisions, if any	Bids shall be valid One Hundred Twenty (120) calendar days from bid opening None

Head, BAC TWG followed by discussing the eligibility requirements, technical and financial components of the contract to be bid.

BAC Vice-Chairperson informed the prospective bidders that any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental Bid/Bulletin.

Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2<sup>nd</sup> floor of Building No. 4, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City and the opening of bids will at the PVAO LAD Conference Room and official time for the deadline of submission of bids is the Philippine Standard Time (PST).

**5.0 ADJOURNMENT**

There being no matter to discuss, BAC Vice-Chairperson adjourned the meeting at 2:00PM.

Transcribed by:

  
**MILAGROS P. PUNZALAN**  
Stenographer

Reviewed and Noted by:

  
**ENGR. DIOMEDES C. PALOR**  
Head, BAC Secretariat

Approved by:

  
**MR. FERDINAND C. PALOR**  
Vice-Chairperson