**Minutes of the Bids and Awards Committee (BAC) meeting held on November 22, 2019 at the 4/F FAI Conference Room, DOF Building**

**ATTENDANCE**

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| BAC Members | Asec. Danielle Marie S. Rieza-Culangen  Dir. Sheila N. Castaloni |
| End Users | Mr. Aldrin Varilla |
| BAC-TWG Members | Atty. Marina Elenita S. Lizaso  Mr. Paulino S. Concepcion |
| BAC Secretariat | Ms. Eusebia P. Guevarra  Mr. Dave Renand D. Guimod  Ms. Ma. Ellaine P. Atienza  Ms. Rosemarie F. Sia |
| Observer | Ms. Mary Leilani Ronquillo |
| Participating Bidders | **Delivery, Setup, Configuration and Commissioning of**  **AV Studio and Briefing Room (Lot 1 –Audio Conferencing System and Lot 2 –Lighting System)**  Mr. Arthur Estimada –MQ Lighting Ent. Inc.  Ms. Minda Timbas –MQ Lighting Ent. Inc.  Ms. Elizabeth P. David –The Brain Computer Corp.  Mr. Patrick C. Llamas –Electro System |

1. **Highlights of the Meeting**

* After determination of a quorum, Assistant Secretary Danielle Marie S. Rieza - Culangen, BAC Vice Chairperson, called the meeting to order at 2:00PM and presided over the said meeting.
* Approved Budget for the Contract (ABC): PhP3,750,000.

Lot 1 –Audio Conferencing System: PhP2,000,000.00

Lot 2 –Lighting System: PhP 1,750,000.00

* BAC Secretariat presented the project’s ABC, schedule of activities, requirements for the eligibility, technical and financial component, marking and sealing of bids, schedule of requirements, and the technical specifications.
* Mr. Estimada from MQ Lighting Ent. Inc. requested to identify locations for installation of panel lights. Request was granted and the BAC confirmed that the amendment will be reflected in the Supplemental Bid Bulletin (SBB) to be issued not later than November 28, 2019.
* For the participating bidders to be familiarized in the basic dimensions of studio, the BAC suggested them to conduct an ocular inspection right after the pre-bid conference. Mr. Varilla will be the one to assist them in this activity.
* The following statements were no longer relevant for this project. It will be amended through the issuance of SBB:

*(pg. 69 of Technical Specifications under General Requirements)*

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| Original | For Amendment |
| * ~~The Bidder’s proposed video wall must be able to integrate with the existing video wall equipment of DOF.~~ |  |
| * ~~The Bidder’s proposed TV monitors must be of the same brand with the existing TV monitors of DOF.~~ |  |

* For “The Bidder must provide detailed project Implementation Plan”, end-user advised bidders to submit at least drawing and/or positioning. BAC also reminded bidders to support their documents with evidences such as brochures, catalogues and etc. if necessary to make sure they are complied in the requirements.
* For “The Bidder must have at least two (2) Certified Audio Visual professionals certified by the manufacturer of the equipment being proposed”, it can be someone who has undergone training from the manufacturer.
* For inclusion in SBB, if necessary there will be a demonstration from the awardee before the actual award of contract.
* There being no other matter to discuss, the meeting was adjourned at 2:45 PM.

Prepared by: Noted by:

**ROSEMARIE F. SIA EUSEBIA P. GUEVARRA**

Member Officer-in-Charge

BAC Secretariat Procurement Management Division

Approved by:

**ALDRIN VARILLA SHEILA N. CASTALONI**

Provisional Member BAC Member

**ALVIN P. DIAZ DANIELLE MARIE S. RIEZA-CULANGEN**

BAC Member BAC Vice Chairperson

**GIL S. BELTRAN**

BAC Chairperson