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Republic of the Philippines
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center 1
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Minutes of Pre-bid Conference
Procurement of Services for the Document Warehouse
Management for CY 2019
(Project Reference No. 2019-PB-DWM-026-01)

Present:

Bids and Awards Committee (BAC)

Atty. Maria Ilyn G. Albito	Chairperson
Ms. Amelita G. Zarate	Vice-Chairperson
Mr. Rene A. Francisco	Member

Technical Working Group (TWG)

Mr. Rey Evince R. Valencia	Chairperson
Mr. Jon Romer G. Gervacio	Member
Mr. Donnie A. Diño	Member

BAC Secretariat

Ms. Maria Anna R. dela Cruz	Member
Ms. Grace G. Evangelista	Member
Ms. Annaliza C. Lopez-Cruz	Member

Bidders

Mr. Timothy Domingo	Microdata Systems and Management
Ms. Angelica Macatula	Microdata Systems and Management
Mr. Joseph Javier	Metropac Movers, Inc.
Ms. Rosemarie Vicente	Nonpareil International Freight & Cargo Services, Inc.

The pre-bid conference for the Procurement of Services for the Document Warehouse Management for CY 2019 (the "Project"), held at the PSALM Conference Rooms A and B, 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City, was called to order at 1:00 PM on 04 June 2019, and was presided by the BAC Chairperson, Atty. Maria Ilyn G. Albito.

1. Business Matters:

The BAC Chairperson asked the BAC Secretariat if there is a quorum which the BAC Secretariat replied affirmatively.

The BAC Chairperson asked the BAC Secretariat if observers were invited which the BAC Secretariat replied in the affirmative but stated that though invited, no observers attended the pre-bid conference.

50 The BAC Chairperson introduced the members of the BAC and TWG and
51 acknowledged the presence of the representatives of the three (3) interested
52 Bidders, namely: Microdata Systems and Management (“MSM”), Metropac Movers,
53 Inc. (“MMI”) and Nonpareil International Freight & Cargo Services, Inc. (“NIFCSI”).
54

55 The BAC Chairperson asked if the MSM, MMI and NIFCSI have already
56 participated in other government procurement activities and if it is familiar with
57 the Bidding Documents. All replied affirmatively.
58

59 **2. Presentation of the Bidding Document and Clarification from the Bidder**
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- 61 ○ The TWG presented and discussed the Bidding Documents.
62
- 63 ○ The representative of MSM inquired about the size of area of warehouse. The
64 BAC replied that there is no specific size, as long as it can house all the
65 documents.
66
- 67 ○ The representative of MSM also inquired what is the requirement of costing,
68 if it is dependent about the level of rack or space that it will occupy. The
69 BAC replied that the ABC is computed per number of boxes.
70
- 71 ○ The representative of MSM inquired if they need to scan the documents. The
72 BAC replied in the negative as it is PSALM which scan its document.
73
- 74 ○ The Bidder asked if the completed contracts within three (3) years from the
75 date of submission and receipt of bids includes contracts storage for medicine
76 or any other contracts related to storage. The BAC replied that they will
77 deliberate on the matter and will issue a Supplement Bid Bulletin, if any.
78
- 79 ○ The BAC reiterated that “no contact rule” is strictly implemented between
80 the members of the BAC, BAC Secretariat, TWG and the Bidders.
81

82 **3. Adjournment:**
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84 There having no further clarifications from the Bidders and no other matters
85 to be discussed, the pre-bid conference was adjourned at 2:15 PM.
86

87 Prepared by:

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90 **GRACE G. EVANGELISTA**
91 BAC Secretariat
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Reviewed by:

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95 **ROMMEL R. OIRA**
96 BAC Secretariat Head
97

98 Approved by:

99 
100 **MARIA ILYN G. ALBITO**
101 BAC Chairperson