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**Republic of the Philippines**  
**Power Sector Assets and Liabilities Management Corporation**  
24th Floor Vertis North Corporate Center 1  
Astra corner Lux Drives, North Avenue, Quezon City  
Telephone No. (632) 902-9000  
<https://www.psalms.gov.ph>

**Minutes of Pre-bid Conference**

**Procurement of Services for the Document Warehouse Management for CY 2020**  
**(Project Reference No. 2020-PB-DWM-037-01)**

Present:

**Bids and Awards Committee (BAC)**

Atty. Maria Ilyn G. Albito	Chairperson
Mr. Abner B. Tolentino	Vice Chairperson
Atty. Lorenzo Jared J. Briones	Member
Ms. Rowena M. Tolentino	Member
Mr. Ronald V. Siquioco	Member

**Technical Working Group (TWG)**

Mr. Ernesto Y. Tinaan, Jr.	Chairperson
Ms. Rubylyn S. Lumactod	Member
Ms. Rocel L. Cauilan	Member

**BAC Secretariat**

Mr. Leonard E. Marquez	Head
Ms. Maria Anna R. Dela Cruz	Member
Mr. Caesar R. Antonio	Member
Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member

**Bidder**

Ms. Rosemarie R. Vicente	Nonpareil International Freight & Cargo Services, Inc. (Nonpareil)
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**Observer**

Ms. Glenda Leah A. Caringal	OPCEO Representative
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The pre-bid conference for the Procurement of Services for the Document Warehouse Management for CY 2020 (the "Project"), held via ZOOM Cloud Meetings APP, was called to order at 11:13 AM on 03 August 2020, 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, to which the BAC Secretariat replied in the affirmative.

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, except for the PSALM OPCEO representative.

55 The BAC Chairperson acknowledged the presence of the representative of the prospective  
56 Bidder.

57  
58 The BAC then proceeded with the pre-bid conference.

59  
60 **2. Presentation of the Bidding Document and Clarification from the Bidder**

- 61  
62 ○ The TWG presented and discussed the Bidding Documents.  
63  
64 ○ Ms. Vicente asked about the Cost Computation since some of the formula includes a  
65 percentage of the total number of boxes which may not result in a whole number,  
66 like in the Total Cost of Retrieval/Delivery.

67  
68 The TWG replied that the Cost Computation is only for the purpose of determining  
69 the total contract price and that it can be rounded off.

70  
71 The BAC emphasized that there is a note at the bottom of Form No. FIN-01A that  
72 states, “[t]otal Bid Price shall not exceed the Approved Budget for the Contract.  
73 Billing shall be based on actual services rendered but not to exceed the contract  
74 price.”

- 75  
76 ○ Ms. Vicente inquired if the bid may be submitted a day before the bid submission  
77 deadline.

78  
79 The BAC replied in the affirmative.

- 80  
81 ○ The BAC advised the Bidder to read carefully Annex “A” of the Bidding Documents  
82 regarding the electronic/online submission and opening. The BAC further said that  
83 the bidder may still send request for clarifications until Friday, 07 August 2020.

84  
85 **3. Adjournment:**

86  
87 There having no further clarifications from the Bidder and other matters to be discussed,  
88 the pre-bid conference was adjourned at 11:55 AM.

Prepared by:

  
MARIA ANNA R. DELA CRUZ  
BAC Secretariat Member

Reviewed by:

  
LEONARD E. MARQUEZ  
BAC Secretariat Head

Approved by:

  
MARIA ILYN G. ALBITO  
BAC Chairperson