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**Minutes of Pre-bid Conference**

**Procurement of Services for the Document Warehouse Management for CY 2021  
(Project Reference No. 2022-PB-DWM-001-01)**

Present:

**Bids and Awards Committee (BAC)**

Mr. Glenn B. Santos	Chairperson
Atty. Glenda Leah A. Caringal	Vice-Chairperson
Atty. Frederick R. Tamayo	Member
Mr. Ronald V. Siquioco	Member
Mr. Edgar C. Cabrera	Member

**Technical Working Group (TWG)**

Mr. Ramon A. Velasquez, Jr.	Chairperson
Ms. Von Ellesse M. Lanot	Member
Mr. Luis-Angelo G. Mendoza	Member
Atty. Emil S. Cuyugan	

**BAC Secretariat**

Ms. Maria Anna R. Dela Cruz	Member
Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Aya N. Jacildo	Member

The pre-bid conference for the Procurement of Services for the Document Warehouse Management for CY 2022 (the “Project”), held via ZOOM Cloud Meetings APP, was called to order at 09:18 AM on 18 January 2022, and was presided by the BAC Chairperson, Mr. Glenn B. Santos.

**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 The BAC Secretariat introduced the members of the BAC, TWG and BAC Secretariat.

The BAC Chairperson asked the BAC Secretariat if observers were invited. The BAC Secretariat replied that invitations to observe the proceedings and the Zoom meeting details were sent to the Commission on Audit and other observers from the private sector and non-government organization, however, no observers attended the proceedings.

The BAC Chairperson asked the BAC Secretariat if there’s any bidder who signified interest to join the Pre-Bid Conference. The BAC Secretariat replied that only one (1), Corqspace, Inc., represented Ms. Erine Oreta, expressed interest to join the proceedings through an electronic mail (e-mail) sent to the official email of the BAC Secretariat on

54 17 January 2022. Moreover, the Zoom meeting details was sent to Ms. Oreta through e-  
55 mail on the same day. However, no representative from Corqspace, Inc. attended the  
56 proceedings.

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58 **3. Adjournment:**

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60 Thereafter, having no other matters to be discussed, the pre-bid conference was  
61 adjourned at 09:20 AM.

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Prepared by:



**MARY GRACE E. CATARIN**  
BAC Secretariat Member

63 Approved by:

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67 **GLENN B. SANTOS**

68 BAC Chairperson

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