

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING OF THE PRE-BID CONFERENCE OF THE BIDS AND AWARDS COMMITTEE (BAC) HELD ON OCTOBER 11, 2018, 2:00 P.M. AT THE BAC OFFICE CONFERENCE ROOM, 2<sup>nd</sup> FLOOR, PROVINCIAL CAPITOL BLDG., DAET, CAMARINES NORTE.**

**PRESENT:**

ATTY. DON H. CULVERA	- Officer in Charge, PLO/BAC Chairperson
ENGR. LEOPOLDO P. BADIOLA	- Prov'l. Env. & Nat. Res. Officer/BAC Member
ENGR. SAMSON C. LARGO	- Asst. Provl. Engineer/BAC Member
ENGR. ALMIRANTE A. ABAD	- Provl Agriculturist/Head, BAC Secretariat
MS. MARIE FRANCIS L. CRISOSTOMO	- Admin. Officer V/Member, BAC Secretariat
MS. NANCY U. HERNANDEZ	- A.O. V/Member, BAC Secretariat
MS. AIZA P. NAPOLES	- AO III/Member, BAC Secretariat
MS. SIMONETTE S. PANGO	- Admin. Aide VI/Member, BAC Secretariat
MS. VIRGINIA B. PELLEJA	- P.S., PLO/ Member, BAC Secretariat
ENGR. KING ELISER PAPANGO	- Project Evaluation Officer IV/Member, BAC TWG
ENGR. SAHLEE T. YANTO	- Engr. IV/Head, BAC TWG
ENGR. JOHN MARVIL TOBIAS	- Engr. IV/Member, BAC TWG
MS. DONNA A. GUEVARRA	- EMS II/ Member, BAC TWG
MS. JOY LOURICE T. RODERNO	- Admin. Asst. II/Member, BAC TWG
MR. URBANO C. LAGRIADA	- Observer, Kiwanis Club

**ABSENT:**

MS. MERCEDES M. ALFUERTE	- Prov'l. Budget Officer/BAC Vice Chairperson
ENGR. EDEN F. BORJA	- Provl Gen. Services Officer/BAC Member
MS. MARIA CRISTINA Z. AREVALO	- SAO/Member, BAC Secretariat
MS. MAGDALENA B. TOLEDANA	- PHRMO/Member, BAC Secretariat
MS. GINA B. RACELIS	- AO III/Member, BAC Secretariat
MS. DOLORES V. LOARES	- Admin. Officer III/ Member, BAC Secretariat
MR. JOHN ALMAN BALON	- Admin Officer III/Member, BAC Secretariat
MR. GINO VILLAFRANCA	- Admin. Assist. II/Member, BAC TWG
MS. JOANNE V. ENRIQUEZ	- P.S./Member, BAC TWG

**PROCEEDINGS OF THE MEETING**

The meeting was called to order at 2:00 P.M. Atty. Don H. Culvera, Chairperson of the Bids and Awards Committee presided the meeting while the Secretariat recorded the minutes thereof.

Engr. Almirante A. Abad, Head BAC Secretariat made the roll call and informed the Chairperson that three (3) Members of the Bids and Awards Committee were present out of five members, hence, there was a quorum. Atty. Don H. Culvera acknowledged the presence of Mr. Urbano C. Lagriada, Observer from the Kiwanis Club.

Atty. Culvera, BAC Chairperson inquired if the Notice for today's meeting has been sent to all the members, observer and concerned parties to which the Secretariat positively replied and presented the proof of notice for reference.

**a. Pre-Bid Conference for Purchase Request and Infrastructure Projects**

Atty. Don H. Culvera inquired if there were prospective bidders for the following:

- a.1. PR No. 18081805 - Medical Supplies for Nursing Section
- a.2. Construction/Concreting of Vinzons to Labo Road, Brgy. Guinacutan Section, Vinzons, Camarines Norte, Aswang Creek to Banawang Bridge
- a.3. Construction/Concreting of Napilihan FMR, Brgy. Napilihan, Vinzons, Camarines Norte
- a.4. Construction of Pavement, Circumferential Road, Vinzons Elementary School, Vinzons, Camarines Norte

and he was informed that there were none. He requested for a copy of Purchase Request No. 18081805 – Medical Supplies for Nursing Section and the BAC clarified the different items stipulated therein and discussed the eligibility requirements and the technical and financial components of the contract to be bid.

On the Pre-Bid Conference for the Infrastructure Projects Atty. Don H. Culvera requested for a copy of the Program of Works of the three (3) projects and discussed the eligibility requirements and the technical and financial components of the different projects to be bid.


Atty. Culvera inquired if the corresponding documents are already prepared and he instructed to see to it that copies of the same are ready for distribution to all prospective bidders to which the Secretariat affirmatively replied.

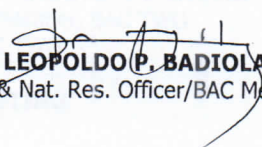
There being no other matters to be discussed the meeting was adjourned at 2:30 p.m.

I hereby certify to the correctness of the foregoing:

  
**ENGR. ALMIRANTE A. ABAD**  
Prov'l Agriculturist/Head, BAC Secretariat

ATTESTED:

  
**ENGR. SAMSON C. LARGO**  
Asst. Prov'l. Engineer/BAC Member

  
**ENGR. LEOPOLDO P. BADIOLA**  
Prov'l. Env. & Nat. Res. Officer/BAC Member

(Absent)  
**ENGR. EDEN F. BORJA**  
Prov'l. General Services Officer/BAC Member

(Absent)  
**MERCEDES M. ALFUERTE**  
Provincial Budget Officer/BAC Vice Chairperson

  
**ATTY. DON H. CULVERA**  
Officer in Charge, PLO/BAC Chairperson