



Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City
BIDS AND AWARDS COMMITTEE

Email: bac@philfida.da.gov.ph | Contact Nos. 273.AGRI (2474) / 9288756 to 65 local 2652

Minutes of the Meeting

Attendees: Edel M. Dondonilla – BAC Chairperson
Remedios VJ. Abgona – BAC Member
Concepcion D. Jocson – End User (FUTD)
Robert G. Atienza – TWG Member (Lab.Eqpmnt.&Srvcs.)
Marieta A. Rodriguez – BAC Secretariat Head
Edwin E. Castro – BAC Secretariat Member
Dianne Erika D. Bonafe – BAC Secretariat Member
Victor Y. Romano – BAC Secretariat Member
Apollo T. Domingo – BAC Secretariat Assistant
Mohammad J. Kingking – BAC Secretariat Assistant
Venica Joy B. Manianglung – PhilFIDA-COA Auditor

Suppliers/Company:

Jackehlyn F. Palabrica – Tradepoints, Inc.
Charmine Langa – Goldenbat (Far East) Inc.
Cristina Seco – HPH Technical Solutions Inc.
Johaán Orillane – Mt. Zion Scientific

Date and Time: September 3, 2019
Tuesday, 9:00AM

Venue: PhilFIDA Conference Room

Agenda: Pre-Bidding Conference: Calibration/Function Test of Laboratory Equipment (3 Lots)

The following are the highlights of the meeting:

- The Pre-Bid Conference was called to order and presided by Dir. Dondonilla, BAC Chairperson;
- The following were clarified:
 - Ms. Seco of HPH Technical Solutions Inc. raised on the discussion about old instruments/equipment that might have problems during calibration, FUTD Chief, Dra. Remedios Abgona suggested to do benchmarking first on the equipment to determine its tolerance level and avoid problems afterwards;
 - On the bid document/form, indicate compliance or put the word “comply” on the space provided adjacent to the scope of work and the name of the equipment itself;
 - The correct placement of the total amount in the document;

- Total amount of the whole lot is acceptable to be indicated in the document/form;
- Documents should be in their correct envelopes to avoid disqualification;
- PhilGEPS does not give original copy of certification and should be clarified with the GPPB;
- The Pre-Bid Conference adjourned at 11:00AM.

Prepared by:


DIANNE ERIKA D. BONAFE

Noted by:


MARIETA A. RODRIGUEZ
BAC Secretariat Head

Approved by:


EDEL M. DONDONILLA
BAC Chairperson