

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
		BAC-HoM-2024-064
		<i>Reference Number</i>
	<i>Date:</i>	11/25/2024





Title of Meeting:	Procurement of One (1) Lot Supply, Delivery and Installation of Split and Window Type Airconditioning Units
Date & Time:	November 25, 2024/9:00 AM
Venue:	BAC Conference Room
No. of Participants:	14
Sex Ratio:	<input type="text" value="7"/> Male <input type="text" value="7"/> Female
Classification of Participants (No.):	<input checked="" type="text" value="14"/> Government <input type="text"/> Private Sector <input type="text"/> Academe <input type="text"/> Academe <input type="text"/> PWD <input type="text"/> PWD <input type="text" value="1"/> Senior Citizen <input type="text"/> Senior Citizen <input type="text"/> Indigenous People <input type="text"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 9:00 AM by the BAC Chairperson Ms. Melinda T. Quinones for the Procurement of One (1) Lot Supply, Delivery and Installation of Split and Window Type Airconditioning Units with the Approved Budget (ABC) for the Contract amounting to Php 1,047,896.00.		
II. Attendees Prospective Bidder Service Manager: Agency: BAC Chairperson: Vice-Chairperson: Member: BAC Secretariat Head: Member: Member: End-User OIC-Chief, GSS Observer Representative, PCAFEA	<ul style="list-style-type: none"> ● Mr. Joey S. Manio CGS Solid Aircon and Refrigeration Inc. ● Ms. Melinda T. Quiñones ● Ms. Marisa R. Lo ● Mr. Alvin D. Racho ● Mr. Ken Ryan P. Eleazar ● Mr. Sonny A. Chua Jr. ● Ms. Anna Mariel Aque ● Mr. Celso R. Mateo, Jr ● Mr. Brian B. Babaran 		
III. Topics Discussed			
A. Presentation of the Bidding Documents	Ms. Melinda T. Quinoñes, BAC Chairperson, presented the following: a. Rules for the Conduct of Early Procurement Activity (EPA)		

	<ul style="list-style-type: none"> ● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities) ● Fixed Price Rules in Procurement ● Bid Validity ● Award of Contract <p>b. Instructions to Bidders</p> <ul style="list-style-type: none"> ● Scope of Bid ● Funding Information ● Eligible Bidders ● Subcontracting ● Clarification and Amendment of Bidding Documents ● Eligibility and Technical Components ● Bid and Payment Currencies ● Bid Security ● Sealing and Markings of Bid ● Post Qualification <p>c. General Condition of Contract</p> <ul style="list-style-type: none"> ● Advance Payment and Terms of Payment ● Performance Security ● Inspection and Test ● Warranty ● Liability of the Supplier <p>d. Checklist of Technical and Financial Documents</p>		
<p>-Technical Specifications</p>	<p>Mr. Celso R. Mateo, Jr, OIC-Chief of the AFMD-General Service Section (GSS) presented the Technical Specifications of One (1) Lot Supply, Delivery and Installation of Split and Window Type Airconditioning Units.</p> <p>Mr. Mateo discussed the following:</p> <ol style="list-style-type: none"> 1. Supply delivery and installation of Split and Window Type Airconditioning units 2. 3HP Airconditioning units 3. 3TR Airconditioning units 4. 1.5HP Airconditioning units 5. 1HP Airconditioning units 6. .75HP Airconditioning units 		
<p>-Checklist of Technical and Financial Documents</p>	<p>Ms. Melinda T. Quiñones, BAC Chairperson, discussed the following:</p> <p>a. Technical Component envelope b. Financial Component envelope</p>		
<p>B. Questions and Answers</p>	<p>From Mr. Joey S. Manio Service Manager CGS Solid Aircon and Refrigeration Inc.</p> <ol style="list-style-type: none"> 1. He asked about the declaration of the single largest contract to be submitted for this Procurement Activity and whether it would be possible to submit a more general description of air conditioning 		



	<p>units, as the term "Split and Window Type Air Conditioning Units" is confusing.</p> <p>Reply: Yes, the members of the BAC have agreed, and they will proceed by issuing a bid supplemental document regarding this matter.</p> <p>2. He asked whether it is necessary to strictly adhere to the dimensions and weight of the airconditioning units specified in the technical specifications, as they are concerned that the newer models of airconditioning units may be smaller than what is specified.</p> <p>Reply: The BAC will coordinate with the end user regarding these specifications and will make any necessary revisions to ensure that the specifications accurately reflect the actual items to be procured.</p> <p>Mr. Manio stated that he will submit more detailed clarifications regarding the technical specifications of the air conditioning units.</p> <p>The deadline for the clarification on and/or interpretation of any part of the bidding documents is on November 30, 2024.</p>		
IV. Adjournment	The meeting was adjourned at 10:30 AM.		

Date prepared: November 25, 2024	
Prepared by:	Approved by:
<p style="text-align: center;"> KEN RYAN P. ELEAZAR Head, BAC Secretariat</p>	<p style="text-align: center;"> MELINDA T. QUIÑONES BAC Chairperson</p>
Recommending Approval by:	
<p style="text-align: center;"> MARISA R. LO BAC Vice-Chairperson</p> <p style="text-align: center;"> ALVIN D. RACHO BAC Member</p>	

