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**Republic of the Philippines**  
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**MINUTES OF THE PRE-BID CONFERENCE FOR  
THE SUPPLY, DELIVERY AND INSTALLATION OF  
MODULAR OFFICE WORKSTATIONS OF CSCRO VI  
October 29, 2018**

**Present**

**BAC Members:**

Dir. Alexis S. Palomar Tabino - BAC Chair  
Dir. Vizur Ty C. Gaitano - BAC Vice-Chair  
Ms. Jocelyn L. Lataquin  
Ms. Maria Theresa J. Aguirre  
Mr. Andre L. Ladigohon - Provisional Member (End User)

**TWG Members:**

Mr. Benjie Z. Ignacio  
Mr. Efren C. Belicena  
Mr. Megel G. Tembrevilla

**BAC Secretariat**

Ms. Rocelyn G. Braza - BAC Sec Chair  
Mr. Jose Federico N. Aranas  
Ms. Teresita V. Menguillo

**Observer**

Atty. Cherry G. de la Cruz - Resident  
Ombudsman  
Atty. Joviel P. Edama – PINTIG  
Representative

**Absent:**

Atty. Phillip Bernard H. Capadosa  
Mr. Leo F. Jamorin

**Consultant:**

Arch. Dary Humpay – RMCabalum  
Engineering and Services

**Prospective Bidders:**

Ms. Irene A. Ong – Distinctive Blinds & Office Systems, Inc.  
Ms. Janet P. Cembrano – Solid Gold Multi Resources, Inc.  
Ms. Josephine A. Caram – Solid Gold Multi Resources, Inc.  
Mr. Wilmar L. Lirasan - Progress Homes & Office Furnishings

The pre-bid conference was called to order by Dir. Tabino BAC Chair, who presided the conference at 2:10p.m. She asked the secretariat if there is a quorum and since there is, she introduced BAC members, including the Consultant, Arch. Dary Humpay. She likewise requested the bidders, who are present to introduce themselves. The prospective bidders were:

1. Ms. Irene A. Ong of Distinctive Blinds and Office Systems, inc.
2. Ms. Janet P. Cembrano of Solid Gold Multi Resources, Inc.

3. Ms. Josephine A. Caram of Solid Gold Multi Resources, Inc.
4. Mr. Wilmar Lirasan of Progress Homes and Office Furnishings

Records show that the COA Representative and the Social Action Center of Jaro Arcdiocesan, an NGO, were sent invitations to the Pre-bid Conference but failed to attend.

The BAC Chair called Mr. Ladigohon to give an overview and/or brief of the project.

Mr. Ladigohon presented and read to the body the Invitation to Bid as posted in the Philippine Government Electronic Procurement System (PhilGEPs) and the website of CSCRO VI. After reading, the BAC Chair asked bidders if there is any question and/or clarification on the matter.

Ms. Ong of Distinctive Blinds and Office Systems, Inc. enumerated her observations to the layout and design of the workstations. She emphasized on the following:

1. Item IV which is the LSD, the table layout is attached to the wall, No provision for wire management both for LAN and power source
2. If wires for power and LAN are exposed, environment hazards may trigger and cause damage that will bring problem to the user aside from being unsightly. Thus, modular partition shall include Wire Trunking System.
3. The **Motif** should also be considered in the modular layout. What the Office intends to use as material; fabric or laminated will have impact to the physical appearance of the Office

Arch. Humpay recognized the observations and apprised the group that the design and/or layout did not include provision for the wire connections, because he has already considered the existing power lines. Tables are designed to stand alone with its own power source and LAN connection. The design was conventional but improvement and/or enhancement on the design is welcomed.

Ms. Cembrano of Solid Gold commented that whatever is the decision of the CSCRO6; whether a mixture of laminated or fabric materials; they will follow, as long as it is stated in the Bid Supplement.

The BAC Chair welcomed the observations and the possibility of revising the technical specifications to include the wire and LAN connections. The management, TWG and BAC will decide and agree on the provisions and a supplemental Bid Bulletin will be issued.

Ms. Cembrano asked about two envelope system; the technical and financial components. The contents of the envelope are one original, first and second sets of documents. She clarified of one lot, one price, breakdown per division is no longer needed. Ms. Ong added that it is best to have a breakdown of the cost per division for liquidated damage purposes.

The BAC Chair responded that the contract is per lot but it is up to the bidders if they will submit the cost breakdown per unit/division

Mr. Lirasan inquired if demolition of existing structure in the old building is included in the installation. The BAC Chair stated that it is included as part of the installation.

Mr. Ladigohon summarized the suggestions of the Bidders, as follows:

1. Incorporate wire management to modular partition
2. Submission of 3D perspective of Modular Workstations are expected From the bidders
3. Bidders are not precluded to submit costing breakdown
4. Demolition is included in the installation
5. Two inches raised from the floor is no longer needed
6. Gangs/Switch Hubs shall form part of the partitions

The bidders asked if they will be allowed to make their own measurement of the units. The BAC Chair gave her signal to the prospective bidders to make an ocular inspection of all divisions and do their own measurement.

There being no other matters to be discussed, the conference was adjourned at 4:05pm

Prepared by:

  
TERESITA V. MENGUILLO  
Secretariat

October 30, 2018

Noted:

  
ALEXIS S. PALOMAR-TABINO  
Chairperson