



University of Southeastern Philippines
Bids and Awards Committee

MINUTES PRE-BID CONFERENCE

Project: PROCUREMENT OF VARIOUS TITLES OF BOOKS (Supreme Court Reports Annotated)

Contract No. 2018-33/Goods

November 16, 2018 at 02:30 pm

**Venue: USEP Dormitory Conference Room,
Obrero Campus, Davao City**

ABC: PhP. 1,095,000.00

Present:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Emilia P. Pacoy	-	Member
Dr. Maychalle Nugas	-	Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta D. Macarayo	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Emmele L. Embat	-	Member

BAC Staff:

Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Mr. Alfred B. Torre	-	BAC Staff

Procurement unit:

Ms. Nora De la Viña	-	Procurement Head
Ms. Ma. Charlot A. Tinaco	-	Procurement staff

TWG:

Ms. Gressiel Ferrando	-	TWG/End-user
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Observer:

Ms. Pier Lolia Sy	-	Observer/COA
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Bidder:
No

A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order with three (3) BAC members attended at 3:00 o'clock in the afternoon. She also acknowledged the presence BAC Secretariat Members, TWG and the end-users.

B. Rationale :

BAC Chair, Dr. Biton, informed the body that no bidder attended during the pre-bid conference.

C. Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **03rd of November, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **3:00 o'clock in the afternoon**, opening shall shortly follow.

D. Comments and Suggestions

None

E. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:00 in the afternoon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


DR. MARLYN D. BITON
Chairman, BAC