



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of 25 Licenses Autocad Renewal (Subscription)

Venue: Video Conferencing through Microsoft Teams as facilitated by TIEZA Main Office

Date : July 22, 2021

Time: 10:00 AM

PRESENT:

Bids and Awards Committee-In Quorum:

- | | |
|-----------------------------------|-------------------|
| 1. Engr. Nestor M. Domalanta | -Chairperson |
| 2. Atty. Niño Ruperto F. Aquino | -Vice-Chairperson |
| 3. Mr. Hernando A. Enal | -Member |
| 4. Ms. Maria Evelyne A. Francisco | - Member |
| 5. Engr. Jeoffrey L. Macalalad | -Member |
| 6. Ms. Racquel S. Dela Cruz | -Member |

Technical Working Group:

- | | |
|------------------------------|---------------------------|
| 1. Ms. Leonila G. De Peralta | - Technical Working Group |
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BAC Secretariat:

- | | |
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| 1. Engr. Anthony V. Mendoza | -Head |
| 2. Mr. Ryan B. Constantino | -Member |
| 3. Ms. Katrina L. SanDiego | -Member |

Observer:

- | | |
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| 1. Ms. Eva Ogsimer | -Commission on Audit |
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Prospective Bidder:

- | | |
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| 1. Mr. Aljohn Bicol | -CIM Technologies Inc |
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Matters discussed and established during the pre-bid conference:

1. The Prospective Bidder asked if an Official receipt will be issued to those bidders who purchase the bidding documents through bank deposit. Thus, the BAC Secretariat replied that for this request to be granted the supplier needs to submit a request attached with necessary supporting documents.
2. The BAC secretariat reminded the prospective bidder on the following:
 - a. The deadline for the submission of password protected bid/s in soft copy shall be on August 3, 2021 at 9:30 AM. Late submission shall not be considered.
 - b. The opening shall follow at 10:00 AM of the same date. The password/s of the protected documents earlier submitted shall be provided by the Bidder/s to the BAC through the BAC Secretariat on the said date and time.



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- c. Bidder/s shall submit their bid/s in prescribed format, compressed and password protected. Submission through Google Drive will not be accepted.
 - d. Bidder/s may submit a bid securing declaration or any form of bid security in accordance with Section 27 of the 2016 Revised Implementing Rules and Regulations of RA 9184. Surety bond should indicate a validity of 120 calendar days and callable upon demand with attached certification/authorization issued by the Insurance Commission. Bonds issued by Commonwealth Insurance shall not be accepted.
3. Procedure for submission of bids:
- a. Bidders shall submit their archived/compressed bid proposals in a document folder and password-protected online reflecting the name of the project.
 - b. The subject of the emails should indicate the following:
 - Name of the Project/TECHNICAL PROPOSAL
 - Name of the Project/FINANCIAL PROPOSAL
 - c. The said bid proposals shall be submitted on or before August 3, 2021 at 9:30AM to the TIEZA BAC Secretariat via e-mail to tiezabac.online@gmail.com, provided that it is in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format.
 - d. The appropriate password shall be provided by the bidder's authorized representative to the members of the BAC through the Secretariat during the opening of bids on the same date which will start at 10:00 AM via Microsoft Teams video conferencing.

Having no further clarifications and questions to be made, the BAC adjourned the meeting at 10:10 AM.

Prepared By:

Approved by:


KATRINA L. SAN DIEGO
Technical Assistant, BAC Secretariat


Engr. ANTHONY V. MENDOZA
Head, BAC Secretariat