



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Deputy Ombudsman for the Military
and Other Law Enforcement Offices
Agham Road, Diliman, Quezon City, 1101

BIDS AND AWARDS COMMITTEE
EXCERPTS OF THE MINUTES OF THE
PRE-BID CONFERENCE FOR PB-EP-2019-02¹
HELD ON 21 DECEMBER 2018

At the Pre-Bid Conference for PB-EP-2019-01: Public Bidding for the Supply and Delivery of Various Office Equipment (Early Procurement) for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) conducted by the Bids and Awards Committee of the OMB-MOLEO (MOLEO BAC), duly convened and held on 21 December 2018 during which meeting a quorum was present and acting throughout, the following material incidents took place:

1. The attendees to the meeting were recognized, to include the MOLEO BAC members, Technical Working Group (TWG) members, MOLEO BAC Secretariat, observers, and a representative of a prospective bidder;²
2. The project to be bid was introduced and explained, to include the number of lots, the total Approved Budget for the Contract (ABC) and the ABC for each lot, and the items to be purchased;
3. The contents of the Bidding Documents, as published, were discussed extensively by the MOLEO BAC and TWG, more particularly the Bid Data Sheet, Bid Forms, and Technical Specifications;
4. Queries regarding the technical specifications and delivery date were raised and discussed;
5. The MOLEO BAC emphasized to the prospective bidder that the procurement being undertaken is early procurement, its effectivity, and the schedule of the award; and
6. After the supplier had already left, the MOLEO BAC discussed the points raised and resolved to maintain the technical specifications and delivery date as contained in the published Bidding Documents.


LUISA A. RABANG

Chairperson, MOLEO BAC Secretariat

Noted:


ALAN R. CAÑARES
Chairperson, MOLEO BAC

¹ Public Bidding for the Supply and Delivery of Various Office Equipment (Early Procurement) for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices.

² Representative of: Quartz Business Products.