



25 September 2020

**ASTI – BIDS AND AWARDS COMMITTEE**

**PRE-BIDDING CONFERENCE**

1:30 PM, 22 September 2020  
Via Webex Teams (Videoconferencing)

**A. Call to Order**

Present in the Pre-bidding Conference via Videoconferencing were:

**Bids and Awards Committee (BAC) – 1 Members**

	<b>Name</b>	<b>Position</b>
1.	Rene C. Mendoza	BAC-1 Chairperson
2.	Reynaldo Joseph A. Callao, Jr	BAC-1 Vice Chairperson
3.	Roxanne S. Aviñante	BAC-1 Member
4.	Roel M. Dela Cruz	BAC-1 Member

**BAC Secretariat**

	<b>Name</b>	<b>Position</b>
1.	Katherine B. Ramos	Head, BAC Secretariat
2.	Vladimir R. Suan	Member, BAC Secretariat

**End-user**

	<b>Name</b>	<b>Position</b>
1.	Christine Marie T. Pagador	Project Assistant I
2.	Krizzie Keith Marie R. Benzon	Science Research Specialist II

There being four (4) members present, quorum was declared for the conduct of Pre-bidding Conference.

**B. Discussion and Presentation of Agenda**

Mr. Mendoza explained that the Pre-bidding Conference is for the Supply and Delivery of Two (2) Units 350Mhz Mixed Signal Oscilloscope with Logic Probe and Other Items with a total Approved Budget for the Contract (ABC) amounting to One Million Six Hundred Sixteen Thousand Pesos Only (₱1,616,000.00). When asked if there was a prospective bidder, Ms. Ramos answered that no prospective bidders attended the Conference. Likewise, Ms. Ramos noted that no end-user representative was present. Mr. Mendoza said that while waiting for the end-user, the BAC will discuss the schedule of bidding activities. He emphasized the following details Committee:

<b>Activity</b>	<b>Date</b>
Submission of Bids	05 October 2020, 12:00 PM
Opening of Bids	06 October 2020, 1:30 PM
Deadline of Potential Bidder's Clarifications	25 September 2020
Deadline of Supplemental Bulletin	28 September 2020

Upon notification that end-user representatives were already present, Mr. Mendoza asked them if there are specifications that they would want to modify. Ms. Benzon answered that there will be no modifications on the technical specifications.

**C. Action Plan**

<b>Action Items</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Remarks</b>
Clarifications	25 September 2020	Prospective Bidders	
Supplemental/Bid Bulletin	28 September 2020	BAC Secretariat	If applicable

#### **D. Adjournment**

There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 2:00 PM.

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Prepared by:

**VLADIMIR R. SUAN**

*Member, BAC Secretariat*

Noted by:

**KATHERINE B. RAMOS**

*Head, BAC Secretariat*

Approved by:

**RENE C. MENDOZA**

*Chairperson, BAC-1*