

**REGIONAL BIDS AND AWARDS COMMITTEE**  
**Minutes of the Prebid Conference**  
**AIRCONDITIONERS (COB)**

Date: September 1, 2020; 3:30 p.m.  
Location: Conference Room, SRA, Bacolod

**In attendance:**

***From the Regional Bids and Awards Committee***

Atty. Ignacio Santillana, Chairperson – via Zoom  
Janet Dilag, Regular Member  
Michael Glenn Monte, Regular Member  
Jose Wilson Lamig, Regular Member  
Rimmon Armones, Regular Member – via Zoom  
Marichu Claver, TWG member

***From the RBAC Secretariat***

Maria Lucia Sanchez  
Ceres June Pedrosa via Zoom

***Prospective Bidders via Zoom***

– via Zoom

- I. **Call to order:** at 9:45 a.m. by Atty. Ignacio S. Santillana, RBAC Chairperson and stating the Prebid Conference for the supply and delivery of Airconditioners in reference to Invitation to Bid No. 2020-15.
- A. Introduction of RBAC officers and members
  - B. Acknowledgment of the presence of prospective bidder
  - C. Presentation and reading of the Invitation to Bid
  - D. Presentation and enumeration of the Checklist of Eligibility/Technical and Financial Documentary Requirements with emphasis on the Notarial Practice Law requirement for notarization of documents.

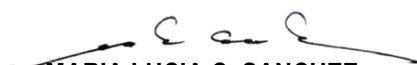
**II. Queries/Clarifications**

Clarifications made by the RBAC on the queries presented by the prospective bidder:

- 1. Installation is included.
- 2. The conduct of site inspection will be allowed anytime during office hours.
- 3. The list of units to be installed in La Carlota and Bacolod will be provided.

Conference adjournment at 10:36 a.m.

Prepared by:

  
**MARIA LUCIA C. SANCHEZ**  
RBAC Secretariat Head

Noted:

  
**ATTY. IGNACIO S. SANTILLANA**  
RBAC Chairperson