

**REGIONAL BIDS AND AWARDS COMMITTEE**  
**Minutes of the Prebid Conference**  
**Personal Protective Equipment**

Date: October 30, 2020; 10:30 a.m.  
Location: Conference Room, SRA, Bacolod

**In attendance:**

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

Atty. Ignacio Santillana, Chairperson  
Janet Dilag, Regular Member  
Rimmon Armones, Regular Member  
Lucille Mae Sy, Alternate Regular Member – via virtual conferencing

***From the RBAC Secretariat***

Maria Lucia Sanchez  
Ceres June Pedrosa

***Prospective Bidder***

Big Vision – Alyssa Marie Guinanao

I. **Call to order:** at 9:30 a.m. by Atty. Ignacio S. Santillana, RBAC Chairperson and stating the Prebid Conference for the supply and delivery of Personal Protective Equipment in reference to Invitation to Bid No. 2020-24 short-of-award.

- A. Introduction of RBAC officers and declaration of a quorum
- B. Acknowledgment of the presence of the 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 following:
  - Two-envelope system submission properly labeled and sealed
  - Documents are to be properly tabbed, otherwise, they will not be checked
  - Attachment of PhilGEPS Annex A
  - Notarization must comply with the 2004 Notarial Practice rule
  - Copies of the revised forms for Omnibus Sworn Statement, Bid-securing Declaration and Bid Forms will be provided
- E. Presentation and reading of the Technical Specifications

**II. Queries/Clarifications**

Clarifications were given in reply to Ms. Ginanao's queries, as follows:

- Rainboots: not steel-toed
- Face Shield: sample shown
- Safety goggles: with arm or temple


**III. Conference adjournment at 11:15 a.m.**

Prepared by:



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

Noted:



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