

REGIONAL BIDS AND AWARDS COMMITTEE
Minutes of the Prebid Conference
PHOTOCOPIERS and DIGITAL DUPLICATORS (COB)

Date: August 14, 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
Rimmon Armones, Regular Member – via Zoom
Helen Lobaton, Provisional Member/End-user – via Zoom
Marichu Claver, TWG member

From the RBAC Secretariat

Maria Lucia Sanchez
Ceres June Pedrosa via Zoom

Prospective Bidders via Zoom

Trends and Technologies, Inc. – Maria Socorro Yusay Derecho – via Zoom

- I. **Call to order:** at 3:30 p.m. by Atty. Ignacio S. Santillana, RBAC Chairperson and stating the Prebid Conference for the supply and delivery of Photocopiers and Digital Duplicators in reference to Invitation to Bid No. 2020-14.
- A. Introduction of RBAC officers and members
 - B. Acknowledgment of the presence of prospective bidders
 - 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.

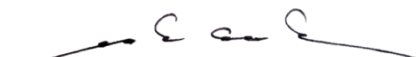
II. Queries/Clarifications

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

- 1. Required for submission are three (3) copies of the Bid Documents.
- 2. The Bid Documents are to be submitted in hard copies.
- 3. The bidding document fee is to be paid in the SRA-Bacolod's Treasury Unit office.

Conference adjournment at 4:00 p.m.

Prepared by:


MARIA LUCIA C. SANCHEZ
RBAC Secretariat Head

Noted:


ATTY. IGNACIO S. SANTILLANA
RBAC Chairperson