



**Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE  
LEASE-TO-OWN OF DOCUMENT MANAGEMENT SYSTEM FOR THE BUREAU OF  
CUSTOMS (BOC)**

**BID REF. NO. GPG-B1-2020-369 Rebid  
21 September 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:15 pm.

In attendance are:

<b>FOR PITC BAC-I</b>
Christabelle P. Ebriega, Chairperson (via Zoom)
Atty. Maria Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member (via Zoom)
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member (via Zoom)
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – BOC (via ZOOM)</b>
MGEN Job S. Yucoco – Provisional Member
Raquel G. De Jesus

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the Pre-Bid conference for the Lease-To-Own of Document Management System for the Bureau of Customs (BOC). After which, Chair acknowledged the presence of the BAC members and BOC Representatives through video conferencing (ZOOM).
- The BAC Chair did not proceed with the discussion because there are things that need to be changed in the BOC's Terms of Reference.
- BAC Chair then announced the postponement of the ongoing Pre-Bid Conference for there is a need to change in the Bidding Documents.
- The Committee will announce the new schedule of the Pre-Bid Conference and will invite the Bidders who have participated in this Bid project.
- Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.
- **For questions/clarifications:**

CHAIR  
Bids and Awards Committee I  
Philippine International Trading Corporation (PITC)  
5<sup>th</sup> Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City  
Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

Note: Maximum size of email with attachment is six (6) MB only


**ADJOURNMENT:**

- There is no other matter discussed, the Pre-bid Conference was adjourned at 4:00 P.M.

MINUTES TAKEN BY:

  
**MA. VERONICA A. MORALES**  
Head, BAC-I Secretariat  
KDC

APPROVED BY:

  
**CHRISTABELLE P. EBRIEGA**  
Chairperson, BAC-I



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-369 REBID) - VIA ZOOM VIDEO CONF**

(Previous Bid Reference No. GPG-B1-2020-070)

**LEASE-TO-OWN DOCUMENT MANAGEMENT SYSTEM FOR THE BUREAU OF CUSTOMS (BOC)**

21 September 2020, 3:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Mrs. Iris,  
Note:

Rebid did not push through per Kim

**BIDS AND AWARDS COMMITTEE (BAC) I - [GOVERNMENT PROCUREMENT GROUP PROJ**

Regular Members	Signature	Gender	Technical Working Group	Gender
1) Christabelle P. Ebriega	WFA	F	1) Elena E. Romero	F
2) Atty. Ma. Gudelia C. Guese	[Signature]	F	2) Katrina B. Alba	F
3) Myra Chitella T. Alvarez	WFA	F	3) Jinky C. Apolinar	F
4) David A. Inocencio	[Signature]	M	4) Rhoneil O. Bautista	M
5) Joel S. Rodriguez	[Signature]	M	5) Maria Victoria S. Castillo	F
6) Irene G. Alayon	WFA	F	6) Erika April C. Guycoa	F
7) Atty. Mitzell Arthur R. Magdaong	[Signature]	M	7) Kriss Ann S. Hizon	F
8) OIC Deputy Commissioner Donato B. San Juan	[Signature]	M	8) Fe B. Irene	F
9) MGen Job S. Yucoco (Ret.)	[Signature]	M	9) Verna Liza DV. Maramot	F
			10) Gel Cyrell Y. Tallada	F
			11) Jacky C. Crispino	M
<b>End-Users</b>			<b>Secretariat</b>	
1) Patrick Errol C. Espallardo		M	1) Ma Veronica A. Morales	F
2) Raquel G. De Jesus		F	2) Jane C. Arcilla	F
3)			3) Ana DG. Asprec	F
4)			4) Ma Teresa S. Elima	F
5)			5) Mirasol S. Ninobla	F
6)			6) Ma. Irissa G. Ordillano	F
<b>Account Officer</b>			<b>Observer/s</b>	
*1) Jinky C. Apolinar		F	1) Atty. Mark Bryan A. Dela Cruz	M
2)			2)	(VP-ITSG)

M. Jane

[Signatures and initials for the Technical Working Group members]

[Signatures and initials for the Secretariat and Observer/s]