

BAC Members, Secretariat and Technical Working Group Meeting
DAR-CAR, Regional Office, Baguio City
 October 12, 2020

MINUTES OF MEETING

Attendance :

BAC Members

| | |
|---------------------------|---------------|
| Atty. Christine M. Pul-oc | BAC Chairman |
| Perla M. Garcia | Vice Chairman |
| Juliet C. Dumapis | Member |
| Imelda M. Abansi | Member |
| Eugenia B. Daddy | Member |
| Angela M. Pang-ot | Member |

BAC Secretariat :

Jocelyn P. Ballestra
 Amalia J. Sepulchre
 Michelle P. Beñas
 Rofelita S. Bugnosen
 Apollo B. Dela Rosa

BAC Sec Head

| SUBJECT | DISCUSSION | AGREEMENTS | PERSON/S RESPONSIBLE | TIME FRAME |
|---|---|---|---|-----------------------------------|
| The meeting was called to order at 2:00 pm | | | | |
| 1. Consultancy Services - Certifying Body to conduct Audit and Provide ISO 9001:2015 Quality Management System Certification for the DAR-CAR Regional Office | | | | |
| | The BAC Chairman, Atty. Christine Pul-oc asked the support of all the members of the BAC, Secretariats and TWG, if ever they saw something unusual they must call the attention of the BAC Chair and any members in order to check any discrepancy before it will reach the HOPE. | All members to Support and help each other since our career can be jeopardized once we deviate from RA9184 | All Members of the BAC, BAC Sec and TWG | Continuing |
| | Failure to amend the APP in order to include the Consultancy Services stipulated above | To prepare the amendment on the APP including therein the abovementioned Consultancy Services. | RCAO Pearl/ Ms. Genia Daddy | ASAP |
| | | To prepare a BAC Reso cancelling the previously posted Request for Quotation in Philgeps and DARCO Website in order to check the mode of procurement from Direct Contracting to Public Bidding. | Michelle Beñas | ASAP |
| | | Cancel posted RFQ in the Philgeps and the DARCO Website | Amalia Sepulchre | Upon the approval of the BAC Reso |

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| | | Change the Request for Quotation into Request for Expression of Interest (Public Bidding) and change other procurement Documents related therein. | RCAO Pearl | ASAP |
| | | To prepare Bidding Documents related to the said Consultancy Services. | RCAO Pearl/ Ms. Juliet Dumapis | ASAP |
| 2. Early Procurement Activities | To prepare Documents for Early Procurement of the following Services : | Mode of Procurement | | |
| | a.) Janitorial Services | For Public Bidding | STOD | Before December 1, 2020 |
| | b.) Security Services | For Public Bidding | STOD | |
| | c.) Building/ Office Space | Lease of Property and Venue | STOD | |
| | d.) Printing, Xeroxing & Photocopying Services | Small Value Procurement | STOD | |
| | e.) Gasoline, Diesel & Pol Products | Small Value Procurement | STOD | |
| | f.) Repair Services for ICT Equipments | Small Value Procurement | STOD | |
| 3. Close all posted opportunities in Philgeps | For PBB Requirements | Coordinate with the sectoral representatives whose activity was posted to get necessary NOA, NTP, BAC Reso and PO/ Contract. | BAC Secretariat/ Eugenia Daddy/ Amalia Sepulchre | Before December 1, 2020 |
| 4. amendment of the Annual Procurement Plan (CSE and non-CSE) | For PBB Requirements/ For submission to GPPB/ DARCO | Sectors to amend their APP (CSE and non-CSE) and submit to BAC Sec for consolidation. | Jocelyn Ballestra/ Eugenia Daddy | Before deadline to GPPB |
| Since there are no more issues to be discussed the meeting was adjourned at 4:30pm | | | | |

Prepared by :


AMALIA J. SEPULCHRE
 CP II/ BAC Secretariat Member

Approved by :


ATTY. CHRISTINE MONTES PUL-OC
 Atty. V/ BAC Chairperson