



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**DOLE-BIDS AND AWARDS COMMITTEE (BAC) 5th REGULAR MEETING**

2<sup>nd</sup> Floor, Blas F. Ople Hall, San Jose Street,  
Intramuros, Manila

**MINUTES OF THE MEETING**

**A. Introduction**

On 02 February 2021, the DOLE-Bids and Awards Committee (BAC) conducted its 5th regular meeting held at the 2<sup>nd</sup> Floor, Blas F. Ople Hall, San Jose Street, Intramuros, Manila. The meeting was presided by Assistant Secretary Federico V. Abuan, BAC Chairperson. After determining that there was a quorum, Assistant Secretary Federico V. Abuan called the meeting to order at 9:30 a.m. This was followed by a short prayer led by one of the members of the BAC Secretariat.

**B. Attendance (BAC Members, Technical Working Group Members, BAC Secretariat, Other Attendees)**

<b>BAC Members:</b> Asst. Secretary Federico V. Abuan (Osec) Asst. Secretary Philip A. Paredes (LS) Director Warren M. Miclat (FMS) OIC-Director Lily Pearl L. Guerrero (AS)	<b>Technical Working Group Members:</b> Ms. Lina M. Miguel (FMS)
<b>BAC Secretariat (AS)</b> Liberty C. Angeles Mylene Boots S. Lamac Lorna A. Bugais Rafael R. Velasco Jr.	<b>Other Attendees:</b> Ms. Joan Bonabon (AS) Ms. Jane Rosiete (AS)

**C. Highlights of the Meeting**

**A. Pre-bid Conference:**

- i. AS - Provision of Courier Services for a Period of One (1) Year in the DOLE Central Office (Mails and Parcels) – Re -bidding (ABC: P 2,870,999.00)

There are two bidders present namely,  
1.) Premiere Logistics Inc. and 2.) Airspeed TGX.

They enquire about the volume of domestic and International mails and parcels for DOLE courier requirements per day/week/month/year and their respective destinations in order for them to know if the budget is enough to cover such courier delivery transactions.

They enquire further, about the "Proof of Delivery", "Return to Sender (RTS)" and "unserviceable area" transactions. Accordingly, the BAC discussed to them the Terms of Reference (TOR) concerning courier delivery transactions and also, the Technical and Financial documents to be submitted.

The bidders inquire about the bid documents, if they are going to submit two sets of documents, one for domestic and another one for international. The

BAC contends that they can submit one set of bid documents with both domestic and international documents submitted with two separate payments each of the bid documents for domestic and international.

The BAC reminded them that they have to comply with all the requirements written in the BID documents since the BAC is strict in implementing them.

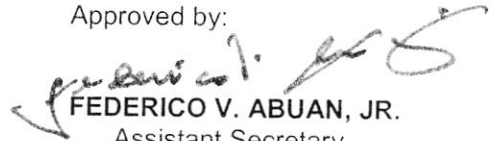
There being no other matter to discuss, the meeting adjourned at 12:00 pm.

Prepared by:



**RAFAEL R. VELASCO, JR.**  
Head, BAC Secretariat

Approved by:



**FEDERICO V. ABUAN, JR.**  
Assistant Secretary  
and Chairperson, BAC