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**PRE-BID CONFERENCE**  
**SUBSCRIPTION TO A MULTI-TELCO BULK SMS SERVICE FOR DSWD ENTERPRISE**  
**(ITB No. GOP/20-DSWD-045)**  
**15 July 2020, 02:00 P.M.**  
**DSWD Auditorium, 4<sup>th</sup> Floor, Magiliw Building, DSWD Central Office, IBP Road,**  
**Constitution Hills, Quezon City**

**MINUTES OF MEETING**

**I. Attendance**

**BIDS AND AWARDS COMMITTEE (BAC):**

- |                                  |   |                  |
|----------------------------------|---|------------------|
| 1. USec. Felicisimo C. Budiongan | - | Chairperson      |
| 2. Dir. Emmanuel P. Privado      | - | Regular Member   |
| 3. Mr. Felix M. Armeña*          | - | Alternate Member |

**BAC SECRETARIAT (BAC Sec):**

- |                                    |   |                                    |
|------------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina            | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr.*     | - | Administrative Officer V           |
| 3. Mr. Randolph B. Dimal           | - | Administrative Officer V           |
| 4. Mr. Glenn Patrick A. Leynes     | - | Administrative Officer V           |
| 5. Mr. Arjay C. Dimafelix          | - | Administrative Officer IV          |
| 6. Mr. Sherwin V. Gelacio*         | - | Administrative Officer IV          |
| 7. Mr. Danilo L. Resuello          | - | Administrative Officer IV          |
| 8. Mr. Ramises B. Esteban          | - | Administrative Officer III         |
| 9. Ms. Filipinas B. Alfonso        | - | Administrative Officer III         |
| 10. Ms. Danilyn A. Dedeles         | - | Administrative Officer II          |
| 11. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II          |
| 12. Mr. Lourence C. Buenaventura   | - | Administrative Officer II          |
| 13. Mr. Pio Ricardo S. Mago        | - | Administrative Assistant II        |

**OTHERS IN ATTENDANCE:**

- |                               |   |  |
|-------------------------------|---|--|
| 1. Mr. William V. Garcia Jr.* | - | Procurement Management (PMS) –<br>Procurement Planning and Management<br>Division (PPMD) |
| 2. Mr. Raymond P. Cruzado*    | - | Procurement Management (PMS) –<br>Contract Monitoring Division (CMD)                     |

\*Present via Video Conference

**II. Call to Order**

The Pre-Bid Conference for the “**Subscription to a Multi-Telco Bulk SMS Service for DSWD Enterprise**” was called to order at **02:00 P.M.** by the BAC Chairperson, **Usec. Felicisimo C. Budiongan**, at the DSWD Auditorium, 4<sup>th</sup> floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City and via Video Conference, simultaneously. He then introduced and acknowledged the presence of other members



of the BAC, the BAC Secretariat and the representatives from the Procurement Management Service's Procurement Planning and Management Division (PMS-PPMD) and Contract Monitoring Division (PMS-CMD).

However, with neither prospective bidders in attendance nor issues or concerns raised, the Pre-bid Conference was consequently adjourned.

A copy of the Agenda is attached hereto, marked as **Annex "A"**, and made an integral part hereof.

### III. Adjournment

Having no other matters for discussion, the meeting was adjourned at 02:30 P.M.

**Prepared by:**

**RANDOLF B. DIMAS**  
Administrative Officer V  
Bids and Awards Committee Secretariat

**Noted by:**

**OLIVA C. ARCAINA**  
Supervising Administrative Officer  
Bids and Awards Committee Secretariat

**Approved by:**

**FELICISIMO C. BUDIONGAN**  
Undersecretary and  
Bids and Awards Committee Chairperson