



Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

31 August 2018	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Epson Printer Consumables for Procurement Service (PS) – Ordering Agreement
REFERENCE NO.	<b>PB No. 18-258-3</b>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward R. Saddi                      Chairperson          Marc Hordejan                              Vice-Chairperson          Erica Santos                                Provisional Member/PMOIC</p> <p><b>Procurement Division 3</b></p> <p>Fortunato Cortez Jr.                        Secretariat</p> <p><b>Bidders</b></p> <p>Angelica Rabe                                Accessories &amp; Supplies Depot, Inc.          Rowena Sabarillo                        Accessories &amp; Supplies Depot, Inc.          L. Salcedo                                    Accessories &amp; Supplies Depot, Inc.          Jeanelyn Asiaten                        Business Machines Corporation</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</li> <li>2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</li> <li>3. Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li> </ol>

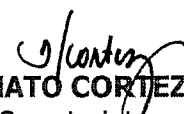



I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.

PRE-BID CONFERENCE  
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<b>BID DATA SHEET</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TECHNICAL SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.

<b>III. TIMELINE</b>	
<b>POSTING IN PHILGEPS</b>	August 24, 2018
<b>PREBID CONFERENCE</b>	August 31, 2018; 10 AM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	Sept. 6, 2018
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	Sept. 13, 2018; 10 AM

II. OTHER DISCUSSIONS	
OTHER MATTERS	<ol style="list-style-type: none"> <li>1. The Chairperson reminded the bidders/suppliers that they have until Sept. 3, 2018 to submit their written clarifications.</li> <li>2. The Chairperson upon learning that Accessories &amp; Supplies Depot, Inc. a new bidder for PS, warmly welcomed them.</li> </ol>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>12:10 Noon</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>31 August 2018</b>
PREPARED BY	Procurement Division 3:  <b>FORTUNATO CORTEZ, JR.</b> Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><del>On Official Business</del></p> <p><b>OMAR BERNAL</b> AdHoc Representative</p> </div> <div style="text-align: center;"> <p></p> <p><b>ERICA SANTOS</b> Provisional Member / PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p><del>On Official Business</del></p> <p><b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> </div> <div style="text-align: center;"> <p></p> <p><b>MARC HORDEJAN</b> Vice-Chairperson</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p></p> <p><b>ENGR. EDWARD SADDI</b> Chairperson</p> </div>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.