



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



MINUTES OF MEETING

Tuesday, November 13, 2018 1:00 PM EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Office Device for the Procurement Service (PS)
REFERENCE NO.	PB 18-378-9
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <p>Ms. Dalisay Conrinaa P. Dela Chica Chairperson Ms. Leah M. Valdez Vice-Chairperson Mr. Rojim RJ C. Espere Provisional Member Ms. Catherine Ann D. Mirabel Adhoc Member</p> <p>PROCUREMENT DIVISION IX:</p> <p>Mr. Vincent Joseph D. Disu Member</p> <p>PROSPECTIVE BIDDER/S:</p> <p>Ms. Juliefer Bareja Centerpoint Sales Ms. Maeah Arocel Centerpoint Sales</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 1:00 PM with the Chairperson presiding. 2. The PMO-In-Charge acknowledged the presence of the attendees. 3. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 4. The project was presented after the required quorum has been established.





DISCUSSION

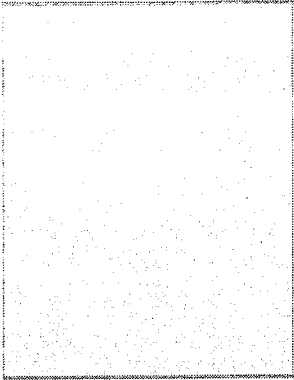
I. DOCUMENTATIONS

DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion, the following topics were tackled: the purpose of Pre-bid Conference, who can participate, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others.
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II. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.																		
BID DATA SHEET	There were no Discussions/Amendments made; and no further instructions were made by the BAC																		
GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.																		
SPECIAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.																		
SCHEDULE OF REQUIREMENTS	<p>Page 68 Section IV</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">45,591</td> <td style="text-align: center;">Pencil, Sharpener</td> </tr> <tr> <td colspan="2" style="text-align: center;">DELIVERY SCHEDULE</td> <td style="text-align: center;">QUANTITY</td> </tr> <tr> <td style="text-align: center;">1st</td> <td>within 30 calendar days from receipt of NTP</td> <td style="text-align: center;">7,584</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td>within 30 calendar days thereafter</td> <td style="text-align: center;">7,584</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td>within 30 calendar days thereafter</td> <td style="text-align: center;">7,584</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	45,591	Pencil, Sharpener	DELIVERY SCHEDULE		QUANTITY	1st	within 30 calendar days from receipt of NTP	7,584	2nd	within 30 calendar days thereafter	7,584	3rd	within 30 calendar days thereafter	7,584
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TECHNICAL SPECIFICATIONS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.									
TERMS OF REFERENCE	There were no Discussions/Amendments made; and no further instructions were made by the BAC.									
BIDDING FORMS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.									
III. OTHER DISCUSSIONS										
OTHER MATTERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.									
ATTACHMENTS	"NONE"									
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:00 PM									
CERTIFICATION	We certify that the foregoing is the true account of Pre-Bid Conference conducted on Tuesday November 13, 2018									
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <p style="text-align: center;">  CATHERINE ANN D. MIRABEL Ad Hoc Member </p> <p style="text-align: center;">  ROJIM P. C. ESPERE Provisional Member </p> <p style="text-align: center;"> ATTY. MICHELLE B. RECTO Regular Member </p>									



LEAH NIMFA M. VALDEZ
Vice Chairperson

DALISAY CONTRINA P. DELA CHICA
Chairperson