



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE
 PS DBM Compound, RR Road, Cristobal St., Paco, Manila
 Tel. No. 689-7750



MINUTES OF MEETING

Thursday, November 29, 2018	Time: 10:00 AM	Venue: TWG Room
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII																									
TYPE OF MEETING	PRE-BID CONFERENCE																									
PROJECT	Supply and Delivery of Various Janitorial Supplies																									
REFERENCE NO.	PUBLIC BIDDING NO. 18-415-7																									
ATTENDEES	<p>Bids and Awards Committee VII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Rosalinda V. Dapito</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Provisional Member, PMO In-Charge</td> </tr> <tr> <td>Ms. Consolacion S. Cinco</td> <td>AdHOC Member</td> </tr> </table> <p>Procurement Division VII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Alvin John D. Perater</td> <td style="width: 40%;">TWG</td> </tr> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Secretariat</td> </tr> </table> <p>Observers</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Nicole Trinidad</td> <td style="width: 40%;">COA</td> </tr> <tr> <td>Ms. Salve Ocampo</td> <td>COA</td> </tr> </table> <p>Bidders:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Loreta M. Sanido</td> <td style="width: 40%;">LMS Industries</td> </tr> <tr> <td>Ms. Len Ocera</td> <td>LMS Industries</td> </tr> <tr> <td>Ms. Janice Javier</td> <td>LMS Industries</td> </tr> <tr> <td>Ms. Ruby Ann Mallari</td> <td>Prime Essentials Mfg. & Trading Co.</td> </tr> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>CPSTI</td> </tr> </table>		Ms. Rosalinda V. Dapito	Chairperson	Ms. Kaila M. Jaronay	Provisional Member, PMO In-Charge	Ms. Consolacion S. Cinco	AdHOC Member	Alvin John D. Perater	TWG	Ms. Kaila M. Jaronay	Secretariat	Mr. Nicole Trinidad	COA	Ms. Salve Ocampo	COA	Ms. Loreta M. Sanido	LMS Industries	Ms. Len Ocera	LMS Industries	Ms. Janice Javier	LMS Industries	Ms. Ruby Ann Mallari	Prime Essentials Mfg. & Trading Co.	Ms. Maeah Airocel Isidro	CPSTI
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Ms. Maeah Airocel Isidro	CPSTI																									

CALL TO ORDER

1. The scheduled **Prebid Conference** started at **10:00 AM** with the Chairperson presiding.
2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC, the required quorum has been established.
3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers.
4. The Secretariat presented the General Requirements for Government Procurement.

DISCUSSIONS

I. BID DOCUMENTS

INVITATION TO BID

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

BID DATA SHEET

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

GENERAL CONDITIONS OF THE CONTRACT

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

SPECIAL CONDITIONS OF THE CONTRACT

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

SCHEDULE OF REQUIREMENT

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

TECHNICAL SPECIFICATIONS

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

BIDDING FORMS

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

II. OTHER MATTERS

OTHER MATTERS

1. The following points were emphasized:
 - Authorized Representative (as indicated in the Authority of Signatory)
 - All documents that need the signature of authorized representative shall be signed by the latter.

- PhilGEPS Certificate
 - The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents.
 - Required Competent Evidence of Identity
 - Based on the Rules on Notarial Practice, only government- issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.
 - No. 10th statement under the Omnibus Sworn Statement
 - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.
 - Additional (Post-qualification) Documents
 - Late submission of documents required from the LCB will be a ground for Post Disqualification.
 - Bid Security/Performance Security
 - *The Committee emphasized that Bid Security and Performance Security must be project specific. If the bidder/s opt to submit a surety bond, the certification from Insurance Commission should likewise be project specific.*
2. LMS manifested the low Approved Budget for the Contract (ABC) for the following items:
1. Dust Pan
 2. Waste Basket
- *The Chairperson emphasized that the ABC were based on latest market survey conducted and approved by the OED.*

CERTIFICATION

We certify that the foregoing is true account of Prebid Conference conducted on November 29, 2018.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at 12:00 PM.

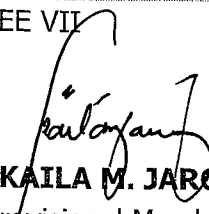
PROCUREMENT DIVISION VII

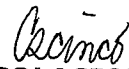
PREPARED BY


MS. ROWENA R. INOCENTES
Secretariat

BIDS AND AWARDS COMMITTEE VII

CERTIFIED CORRECT


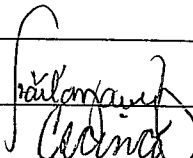
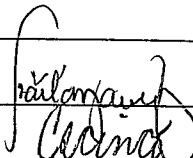

MS. KAILA M. JARONAY
Provisional Member


MS. CONSOLACION S. CINCO
Ad Hoc Member to the BAC


MS. ROSALINDA V. DAPITO
Chairperson

**ATTENDANCE FOR BAC VII BIDDING ACTIVITIES
DATE: NOVEMBER 29, 2018**

BIDS AND AWARDS COMMITTEE VII:



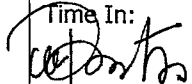
NAME	DESIGNATION	SIGNATURE	Time In ¹	Time out ²
Ms. Rosalinda V. Dapito	Chairperson			
Mr. Vic Anthony A. Tubon	Vice Chairperson			
Atty. Divina Gracia Bacal	Regular Member			
Ms. Kaila M. Jaronay	Provisional Member (PMOIC)			
Ms. Consolacion S. Cinco	Provisional Member (AdHOC)			

DIVISION CHIEFS:

NAME	DIVISION	SIGNATURE

PROCUREMENT DIVISION VII:

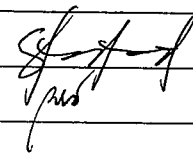
NAME	SIGNATURE

TIME	ACTIVITY	REF NO	TITLE	Agency	Secretariat	TWG
10:00 AM	Prebid	PB No 18-415-7	Supply and Delivery of Various Janitorial Supplies for the Procurement Service (PS)	PS		
					Time In: 	Time In:

¹ to be filled out by the BSD

² to be filled out by the BSD

OBSERVERS:

NAME	OFFICE	SIGNATURE
1. NICOLE TRUNIDAD	COA	
2. SALVE OCAMPO	COA	
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END USER'S REPRESENTATIVES

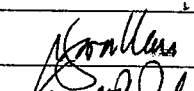
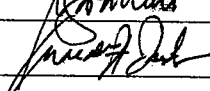
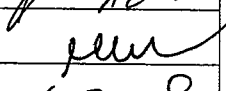
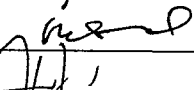
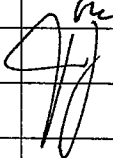
NAME	OFFICE	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
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OTHER ATTENDEES:

NAME	DIVISION	SIGNATURE

10:00 AM	Prebid	PB No 18-415-7	Supply and Delivery of Various Janitorial Supplies for the Procurement Service (PS)	PS
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BIDDERS:

NAME	COMPANY	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
1. Ruby Ann Mallari	Prime Essentials Mfg. & Trading Company	prime.essential@ yahoo.com	0998 8696450	
2. Maehn Atocel Isidro	CPSI	cpsti sales department@gmail.com	242-4245	
3. Len Ocera	LMS Industries	lmsindustries@yahoo.com	292-9874	
4. Loura Sanchez	LMS Int'l	"	"	
5. JANICE JAVIER	LMS INTL	"	"	
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