



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



MINUTES OF MEETING

December 05, 2018	1:00 PM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																				
TYPE OF MEETING	Pre-bid Conference																				
PROJECT	Supply and Delivery of White Board Marker and Parchment Paper																				
REFERENCE NO.	PB 18-419-5; PB NO. 18-421-5																				
ATTENDEES	<p>Bids and Awards Committee V</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Abelardo P. Gonzalez</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Maeah Airocel Isidro</td> <td>Center Point Sales and Trading Inc.</td> </tr> <tr> <td>Ms. Juliefer Barga</td> <td>Center Point Sales and Trading Inc.</td> </tr> <tr> <td>Mr. Rex Derramas</td> <td>Triplex Enterprises</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Mr. Abelardo P. Gonzalez	Member	Engr. Nicole John D. Cabueños	Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Maeah Airocel Isidro	Center Point Sales and Trading Inc.	Ms. Juliefer Barga	Center Point Sales and Trading Inc.	Mr. Rex Derramas	Triplex Enterprises
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:45 PM. 2. Engr. Cabueños acknowledged the presence of attendees. 3. He likewise reported that observers were invited for this activity but none confirmed their attendance. 4. Having established the required quorum, the Chairperson mentioned that two (2) public bidding projects, each having its own bidding documents, will be discussed. 																				

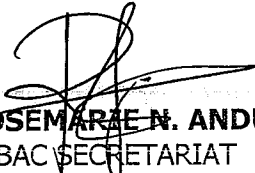


5. Since the attendees are frequent bidders of common supplies and equipment, it was agreed to skip power point presentation of the the documentary requirements and the discussion will just focus on the requirements specific to the project and matters in the bidding documents that they want to clarify.

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO HIGHLIGHT
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	The Vice-Chairperson reminded the prospective bidders the submission of the valid and current PhilGEPS Registration Certificate, with the valid attachments. In case there is an expired eligibility document the bidder has to attach the valid and current document duly signed by their authorized representative to the PhilGEPS Registration Certificate. Lastly, in the absence of the PhilGEPS Registration Certificate, they can submit all the eligibility documents. In this case, the bidder is required to submit a valid and current PhilGEPS Registration Certificate during Post-Qualification.
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO HIGHLIGHT
TECHNICAL SPECIFICATIONS	<p>The PMOIC emphasized the importance of following the labeling requirements under Article 77 of the Consumer Act of the Philippines (RA 7394) indicated in the Technical Specifications of the Bidding Document. He stated that failure to conform to this requirement is a cause for disqualification.</p> <p>Mr. Derramas of Triplex Enterprise invoked that under Art. 77 of RA 7394 a converter is deemed a manufacturer, thus, the requirement for the labeling standard for a distributor will not apply to them.</p>

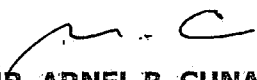
	<p>The Chairperson acknowledged the concern raised by Mr. Derramas. She explained that for this rule to apply, Triplex Enterprise must first classify itself in the label as manufacturer.</p> <p>xxx</p> <p>PB 18-421-5 Lot No. 1: Supply and Delivery of Parchment Paper Technical Specification</p> <p>xxx</p> <p>Size: 210mm x 297mm (±2mm in either direction)</p> <p>xxx</p> <p>A representative from Center Point Sales and Trading Inc. asked if it is an increase is possible in the tolerance for the size.</p> <p>The Chairperson clarified that the Technical Specification is provided by the Technical Specifications Committee (TSC), thus, the BAC cannot simply modify the same without the approval of the former. Moreover, the Chairperson recommended that should they wish to suggest amendment in the Technical Specification, they may put it in writing to be referred to the TSC. Nonetheless, if the TSC approved the modification, the same will only apply in the next bidding.</p>
<p>BID FORMS</p>	<p>The Chairperson stressed that every page of the bid form must be signed, not with an initial but with the official signature of the authorized representative of their company since non-compliance with this requirement is a ground for disqualification.</p>

<p>OTHER MATTERS</p>	<p>NO DISCUSSION</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 3:30 PM</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of Pre-bid Conference conducted on December 5, 2018.</p>
<p>PREPARED BY</p>	<p style="text-align: center;">  MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT </p>


CERTIFIED CORRECT



MR. BOYCIE F. TARCA
AD-HOC, MEMBER



MR. ARNEL B. CUNANAN
PMOIC, Bids and Awards Committee V



MR. JACK G. MERCADO
Vice Chairperson, Bids and Awards Committee V



MS. TERESITA J. DELA CRUZ
Chairperson, Bids and Awards Committee V