



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



MINUTES OF MEETING

Wednesday, September 19, 2018 10:00 AM BAC CONFERENCE

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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE IX |
| TYPE OF MEETING | Prebid Conference |
| PROJECT | Supply and Delivery of Fire Extinguisher, Pure HCFC for the Procurement Service (PS) |
| REFERENCE NO. | PB 18-286-9 |
| ATTENDEES | <p>BIDS AND AWARDS COMMITTEE Ms. Dalisay Conrina P. Dela Chica Chairperson Ms. Leah M. Valdez Vice Chairperson Mr. Raymund Francis B. Lasam Provisional Member Ms. Catherine Ann D. Mirabel Ad Hoc Member</p> <p>Procurement Division IX Mr. Karlou M. Borja</p> <p>Bidder(s) Mr. Jerson Quimno Innovalite Inc.</p> |
| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The presence of the attendees was acknowledged. 3. The project was presented after the required quorum has been established. |

DISCUSSION

| I. DOCUMENTATIONS | |
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| DOCUMENTATIONS FROM PD IX | <ul style="list-style-type: none"> The general requirements for government procurement of goods were presented. During the discussion, the following topics were tackled: the purpose of the Pre bid Conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions and the BAC IX contact details, among others. |

| II. BID DOCUMENTS | |
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| INSTRUCTIONS TO BIDDERS | There were no Discussions/Amendments made; and no further instructions were made by the BAC. |
| BID DATA SHEET | <p>Page 44</p> <p>Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551) within the last six months. February, 2018 to July, 2018.</p> |
| 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 | There were no Discussions/Amendments made; and no further instructions were made by the BAC. |
| TECHNICAL SPECIFICATIONS | <p>Section VII: Technical Specification</p> <p>Page 72</p> |

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| | <p>Page 72-1</p> <p>LOT NO. 1: Fire Extinguisher, Pure HCFC</p> <ul style="list-style-type: none"> ➤ In the Bidder's Statement of Compliance, the supplier should write the brand they offer and write/state "COMPLY". <p>Page 72-2</p> <p>Non-electrical conductor, non-toxic, non-corrosive</p> <ul style="list-style-type: none"> ➤ Non-electrical conductor, non-toxic, non-corrosive should be labelled/printed on the item offered or submission of Manufacturer's certification stating that the item being offered is Non-electrical conductor, non-toxic, non-corrosive. <p>Labelling/Marking: Shall follow PNS 15-5:1996</p> <ul style="list-style-type: none"> ➤ We will be attaching the sample label/marketing under PNS 15-5:1996 as "Illustration A". <p>Shall conform with the Consumer Act of the Phil. (RA 7394)</p> <ul style="list-style-type: none"> ➤ To include minimum labeling requirement specifically the name and address of the supplier <p>To include mounting accessories in the technical requirements.</p> |
| 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 12:05 PM |

CERTIFICATION

We certify that the foregoing is true account of **Prebid Conference** conducted on Thursday, September 19, 2018.

By the Bids and Awards Committee IX:



CATHERINE ANN D. MIRABEL
Ad Hoc Member




RAYMUND FRANCIS B. LASAM
Provisional Member

ATTY. MICHELLE ANNE B. RECTO, LL. M.
Regular Member



MS. LEAH M. VALDEZ
Vice Chairperson



MS. DALISAY CONTRINA P. DELA CHICA, CPA, MBA
Chairperson

**CERTIFIED
CORRECT**