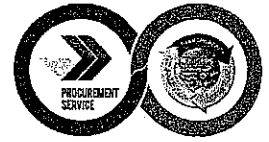




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

2 April 2019 10:00 AM CONFERENCE ROOM C

MEETING CALLED BY	Bids and Awards Committee III.
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Ribbon Cartridge for EPSON Printer for Procurement Service (PS) – Ordering Agreement (OA)
REFERENCE NO.	PB No. 19-110-3
ATTENDEES	<p>Bids and Awards Committee III.</p> <p>Marc Hordejan Vice-Chairperson Erica Santos Provisional Member/PMOIC Omar Bernal AdHoc Member</p> <p>Procurement Division 3.</p> <p>Fortunato Cortez Jr. Secretariat Jennefer Gemudiano Member</p> <p>Bidders</p> <p>Jervin Puso Quartz Business Products Jean Asiaten Business Machines Corporation Thess Temena Advance Solutions, Inc. Jery Sy ADECS International Chesica Maceda Ablaze Marketing Ley Salcedo Accessories and Supplies Depot, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:00 AM with the Vice-Chairperson presiding. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance. Having established the required quorum, the Secretariat proceeded with the discussion of the activity.

I. BID DOCUMENTS













INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
BID DATA SHEET	Mr. Sy of ADECS have queries about overdue deliveries. The Vice-Chairperson to further give clarifications, requested the bidder to put it in writing all the queries.
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SCHEDULE OF REQUIREMENTS	Mr. Sy requested that delivery of the items can be done in 1 tranche or 2 tranches considering the small quantity of items for delivery. The Vice-Chairperson reiterated to submit their written queries.
TECHNICAL SPECIFICATIONS	Mr. Sy asked if non-EPSON brand suppliers whose generic specifications are within the PS technical specifications will be allowed to participate. The Vice-Chairperson refer the bidders to Sect. 18 of RA 9184 for guidance, brand name is allowed in certain cases. The technical specifications on the bid docs specifically asked for an EPSON brand for the said item. Mr. Sy also asked about the reference column if the Bidder left it blank upon submission, will that be a reason for disqualification? Again, the Vice-Chairperson encouraged the Bidders to submit their written queries.
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.

III. TIMELINE

POSTING IN PHILGEPS	March 26, 2019
PREBID CONFERENCE	April 02, 2019, 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	April 10, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	April 17, 2019, 10:00 AM

PRE-BID CONFERENCE
PB No. 19-110-3

II. OTHER DISCUSSIONS							
OTHER MATTERS	<ol style="list-style-type: none"> 1. The Bidders asked about the date of the Opening of Bid, being on a Holy Wednesday, April 17, 2019. The Vice-Chairperson responded that if ever it will be declared a holiday, there will be an announcement of postponement/rescheduling of the opening date. 2. Mr. Sy of ADECS asked about the updated PhilGEPS Certification upon Opening of Bids. The Vice-Chairperson replied that it is fine if the Bidder was not able to update their PhilGEPS Certification during Opening of Bids but for upon submission of Post-Qualification docs, PhilGEPS certification should be updated. 3. The Vice-Chairperson encouraged bidders to put into writing all their queries and comments and reminded the bidders that they have until April 5, 2019 to submit their written clarifications. 4. The Bidders were reminded that any modifications with regards to the bidding documents will be issued through Bid Bulletin. 						
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:15 Noon						
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 02 April 2019 .						
PREPARED BY	Procurement Division 3:  FORTUNATO CORTEZ, JR. Secretariat						
CERTIFIED CORRECT	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">  OMAR BERNAL AldHec Representative On Official Business </td> <td style="width: 50%; text-align: center;">  ERICA SANTOS Provisional Member / PMOIC </td> </tr> <tr> <td style="text-align: center;"> ATTY. DIVINA GRACIA BACAL Regular Member On Official Business </td> <td style="text-align: center;">  MARC HORDEJAN Vice-Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center;"> ENGR. EDWARD SADDI Chairperson </td> </tr> </table>	 OMAR BERNAL AldHec Representative On Official Business	 ERICA SANTOS Provisional Member / PMOIC	ATTY. DIVINA GRACIA BACAL Regular Member On Official Business	 MARC HORDEJAN Vice-Chairperson	ENGR. EDWARD SADDI Chairperson	
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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.