

Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE



MINUTES OF MEETING

Monday, January 21, 2019 1:30 PM CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Office Supply for the Procurement Service (PS)	
REFERENCE	PB 19-006-6	
ATTENDEES	Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Atty. Michelle Anne B. Recto Mr. Joshua Felino Julian F. Dulce Mr. Jeffrey M. Bertumen Procurement Division VI: Mr. Jerome Jerold A. Catapang Ms. Rhazel C. Rigoroso Prospective Bidder: Mr. Eriwel Torrevillas Ms. Sasha Vargas	Chairperson Regular Member Provisional Member Ad Hoc Member, PS Secretariat Member Crocodile Tape & Co., Inc. Center Point Sales and Trading Inc.
CALL TO ORDER	 The scheduled Pre-bid Conference started at 2:05 PM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. The Secretariat presented the Invitation to Observers; however, none of them attended. Having established the required quorum, the Provisional Member proceeded with the discussion of the general requirements for government procurement. 	

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Pre-bid Conference
PB 18-435-6
Supply and Delivery

Supply and Delivery of Office Supply for the PS



DISCUSSION

DISCUSSION		
I. BID DOCUMENTS		
INVITATION TO BID	2. The summary of the bidding activities is Advertisement/Posting of Invitation to Bid Issuance and Availability of Bid Documents Pre-Bid Conference Last day of Submission of Written Clarification Last day of Issuance of Bid Bulletin Deadline for Submission Bids Opening of Bids xxx The Chairperson stated that a Bid B the bidding schedule.	January 07, 2019 January 07, 2019 January 14, 2019 10:00 AM January 21, 2019 1:30 PM January 17, 2019 January 24, 2019 January 21, 2019 January 28, 2019 February 04, 2019 1:30 PM Immediately thereafter
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"	
BID DATA SHEET	BDS Clause No. 29.2 XXX 3. XXX 4. Valid and Updated PhilGEPS Certificate of Registration (Platinum Membership) XXX The Provisional Member stated that a Bid Bulletin will be issued to such effect.	
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"	
SPECIAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"	
SCHEDULE OF REQUIREMENTS	A prospective bidder inquired if the quantity to be bid will be ordered under the Ordering Agreement Contract.	

	In response, the Provisional Member explained that the quantity to be bid is lower compared to last year. He added that, per the data in the previous ordering agreement contract for this item, the quantities were fully exhausted.	
TECHNICAL SPECIFICATIONS	"NO DISCUSSION"	
BIDDING FORMS	"NO DISCUSSION"	
OTHER MATTERS	"NO DISCUSSION"	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:50 PM	
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on January 21, 2019 .	
PREPARED BY	(SGD.) JEROME JEROLD A. CATAPANG Secretariat	
CERTIFIED CORRECT	(SGD.) JEFFREY M. BERTUMEN Ad Hoc Member, PS (SGD.) JOSHUA FELINO JULIAN F. DULCE Provisional Member	
	(SGD.) ATTY. MICHELLE ANNE B. RECTO Regular Member	
	(SGD.) JOSEPH CONRAD D. DUEÑAS Chairperson	