



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE



MINUTES OF MEETING

Thursday, January 31, 2019 1:30 PM EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Office Supplies and Office Devices for the Procurement Service (PS)
REFERENCE	PB 19-032-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Joshua Felino Julian F. Dulce Provisional Member (PMOIC) Mr. Jeffrey M. Bertumen Provisional Member (Ad hoc, PS)</p> <p>Procurement Division VI: Ms. Rhazel C. Rigoroso Member</p> <p>Prospective Bidder: Mr. Jowel O. Fortuna Kingfiles Mr. Paolo Yalung West Heaven Trading Corporation Mr. Frox Espere Fresh Mango Ms. Maeah Airocel Isidro Center Point Sales & Trading, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:45 PM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The PMOIC presented the Invitation to Observers; however, none of them attended. 4. Having established the required quorum, the Ms. Rigoroso proceeded with the discussion of the general requirements for government procurement.



DISCUSSION

I. BID DOCUMENTS

1. The **PROCUREMENT SERVICE** invites PhilGEPS registered suppliers to bid for the following item:

Lot No.	QUANTITY	ITEM/ DESCRIPTION	xxx	xxx	xxx
1	xxx xxx	xxx	xxx	xxx	xxx
2	90,264 rolls pieces	ERASER, FELT, for blackboard/ whiteboard 12 pieces per box	xxx	xxx	
3	73,384 rolls pieces	STAPLE REMOVER, PLIER TYPE, 24 pieces per box	xxx	xxx	
4	49,466 rolls pieces	TAPE DISPENSER, TABLE TOP, 1 piece per box	xxx	xxx	

INVITATION TO BID

Bidders should have completed, within *Five (5) years* from the date of submission and receipt of bids, a contract similar to the Project.

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	January 24, 2019
Issuance and Availability of Bid Documents	January 24, 2019
Pre-Bid Conference	January 31, 2019 1:30 PM
Last day of Submission of Written Clarification	February 04, 2019
Last day of Issuance of Bid Bulletin	February 07, 2019
Deadline for Submission of Bids	February 14, 2018 2019 1:30 PM
Opening of Bids	Immediately after

The BAC VI will issue a Bid Bulletin to amend the typographical errors.

INSTRUCTIONS TO BIDDERS

"NO QUESTIONS"

Clause 28.3(a) – Groupings and Evaluation of Lots

Each item is to be evaluated and compared with other Bids separately and recommended for contract award separately.

All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.

BID DATA SHEET

Lot No.	xxx	xxx	xxx
1	xxx	xxx	xxx
2	xxx	xxx	xxx
3	xxx	xxx	xxx
4	xxx	xxx	xxx

The representative from Fresh Mango asked if a bidder may be awarded of a single lot.

Ms. Rigoroso answered in the affirmative. She added that the four (4) lots may be awarded to four (4) different bidders.

GENERAL CONDITIONS OF THE CONTRACT

"NO QUESTIONS"

SPECIAL CONDITIONS OF THE CONTRACT

"NO QUESTIONS"

SCHEDULE OF REQUIREMENTS

"NO QUESTIONS"

TECHNICAL SPECIFICATIONS

"NO QUESTIONS"




BIDDING FORMS

"NO QUESTIONS"

OTHER MATTERS

"NO QUESTIONS"

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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:30 PM
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on January 31, 2019.
PREPARED BY	 JOSHUA FELINO JULIAN F. DULCE <i>Provisional Member (PMO-in-charge)</i>
CERTIFIED CORRECT	 JEFFREY M. BERTUMEN <i>Provisional Member (Ad hoc Representative, PS)</i>  JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i>