



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



## MINUTES OF MEETING

Wednesday, February 27, 2019

10:00 AM

AVR ROOM

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE 1</b>	
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>	
<b>PROJECT</b>	Supply and Delivery of Clip, Backfold, 25mm for the Procurement Service (PS)	
<b>REFERENCE NO.</b>	<b>PB No. 19-054-1</b>	
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee 1</b>          Engr. Rosana D. Yambao          Mr. Paul Jasper V. De Guzman          Mr. Jeff Anthony R. Llegue</p> <p><b>BAC Support Division</b>          Mr. Rodelio D. Mendez Jr.</p> <p><b>Bidder(s)</b>          Ms. Maeah Airocel Isidro          Ms. Jennifer Waine          Mr. Romil Masigpit          Mr. Paolo Enrico P. Yalong</p>	<p>Chairperson          Vice-Chairperson          Provisional Member</p> <p>Secretariat</p> <p>Center Point Sales and trading Inc.          Castwide Inc.          Castwide Inc.          West Heaven Trading</p>
<b>CALL TO ORDER</b>	The scheduled Pre-bid Conference started at <b>10:00 AM</b> with the Chairperson presiding.	

### DISCUSSION

#### I. BID DOCUMENTS

##### PRESENTATION

The BAC Secretariat presented in details the General Requirements for Government Procurement for Goods. Prospective bidders are encouraged to ask queries/concerns to be clarified in details.

*RDY*


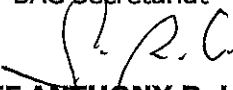



INVITATION TO BID	<b>SECTION I</b> NO DISCUSSION
INSTRUCTIONS TO BIDDERS	<b>SECTION II</b> NO DISCUSSION
BID DATA SHEET	<b>SECTION III</b> BDS Clause No. 29.2 Page No. 42-43  XXX  3. Income Tax Returns for year 2017 (BIR Form 1701 or 1702);  The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).  Prospective bidder asked if the Income and Business Tax Returns through over-the-counter payments can be used as the post-qualification documents instead Income and Business Tax Returns payments through Electronic Filing and Payment System (EFPS).  <b><i>Income and Business Tax returns payments shall be made through EFPS.</i></b>  6. Letter of Commitment to maintain one (1) month revolving stocks at all times.  The BAC reiterated the Letter of Commitment requirement from the suppliers to maintain one (1) month revolving stocks at all times and can be subjected to random warehouse inspection from Procurement Service Inspection division.  XXX
GENERAL CONDITIONS OF THE CONTRACT	<b>SECTION IV</b> NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<b>SECTION V</b> <b>SCC Clause 10.2</b>

RDY

	<p>Page 66</p> <ul style="list-style-type: none"> <li>PMO-in-Charge emphasized that the following SCC Clause under Section 10.2 "The Procuring Entity shall allow progress payment for every delivery upon submission of an invoice describing as appropriate the Goods delivered and/or Services rendered."</li> </ul> <p><b>SCC Clause 16.1</b></p> <p>Page 67</p> <ul style="list-style-type: none"> <li>The BAC will issue a Bid Bulletin for the additional quantity for every batch of Delivery for Acceptance Test.</li> </ul>
SCHEDULE OF REQUIREMENTS	<p><b>SECTION VI</b></p> <p>Page No.69</p> <ul style="list-style-type: none"> <li>The Chairperson reiterated that the prospective Awardee to maintain one (1) month revolving stocks at all times as required in the Schedule of Requirements.</li> </ul> <p>Prospective bidder asked if the delivery requirement is an Ordering Agreement.</p> <p><b><i>The Chairperson informed that all the requirements as indicated in the Delivery Schedule will be issued the necessary contracts/purchase order to be delivered within the six (6) months period.</i></b></p>
TECHNICAL SPECIFICATIONS	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION

<b>III. OTHER DISCUSSIONS</b>	
OTHER MATTERS	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:30 AM</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on February 27, 2019.

<b>PREPARED BY</b>	 <b>MR. RODELIO D. MENDEZ JR.</b> BAC Secretariat  <b>MR. JEFF ANTHONY R. LLEGUE</b> PMO-in-Charge, PD1-BAC1
<b>CERTIFIED CORRECT</b>	 <b>ENGR. ROSANA D. YAMBAO</b> Chairperson, Bids and Awards Committee 1