



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



MINUTES OF MEETING



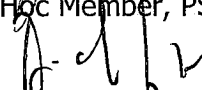
Tuesday, February 26, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Office Supply for the Procurement Service (PS)
REFERENCE	PB 19-069-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Dickson T. Pantí Vice-Chairperson Mr. Jerome Jerold A. Catapang Provisional Member Mr. Jeffrey M. Bertumen Ad Hoc Member, PS</p> <p>Procurement Division VI: Mr. Joshua Felino Julian F. Dulce Secretariat Ms. Rhazel C. Rigoroso Member</p> <p>Prospective Bidder: Mr. Albert Tanquintic G.T.K. Trading Ms. Maiah Airocel Isidro Center Point Sales and Trading Inc. Ms. Jennifer Waine Castwide Mr. Romie Masigpit Castwide</p>
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:35 AM with the Vice Chairperson presiding. The Vice-Chairperson acknowledged the presence of the attendees. The Secretariat presented the Invitation to Observers; however, none of them attended. Having established the required quorum, Ms. Rigoroso proceeded with the discussion of the general requirements for government procurement.



DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<p>The Vice-Chairperson explained that the title of the project should be "Supply and Delivery of Scissors for the Procurement Service". Hence, a Bid Bulletin will be issued to such effect.</p>
INSTRUCTIONS TO BIDDERS	<p>"NO DISCUSSION"</p>
BID DATA SHEET	<p>BDS Clause No. 5.4</p> <p>A prospective bidder asked if they could submit several sales invoices of different contracts to meet the 25% requirement for the single largest contract. In addition, she explained that it is their first time to participate in government bidding.</p> <p>The Vice-Chairperson reiterated that the requirement should be a single contract but took note of the concern and stated that it will be discussed with the Committee.</p> <p>BDS Clause No. 29.2</p> <p>A prospective bidder raised that they do manual payment for the filing of the Value Added Tax Returns. Thus, she asked if it is acceptable that such requirement is not filed thru Electronic Filing and Payment System.</p> <p>The Vice-Chairperson took note of the query and stated that it will be further discussed with the Committee.</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>"NO DISCUSSION"</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>"NO DISCUSSION"</p>
SCHEDULE OF REQUIREMENTS	<p>Submission of Samples/Demo Units</p> <p>xxx All samples shall be accompanied by its corresponding empty box (one (1) piece) xxx</p>

	<p>Ms. Rigoroso reminded the prospective bidders that aside from the submission of the required sample, its packaging for delivery should also be submitted.</p>
TECHNICAL SPECIFICATIONS	"NO DISCUSSION"
BIDDING FORMS	<p>Ordering Agreement Contract "Annex D"</p> <p>XXX</p> <p>Name of Authorized Representative BINGLE B. GUTIERREZ Name of Bidder <u>ELISA MAY ARBOLEDA-CUEVAS</u> Procurement Service</p> <p>XXX</p> <p>A Bid Bulletin will be issued for the changes above.</p>
OTHER MATTERS	"NO DISCUSSION"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on February 26, 2019.
PREPARED BY	 JEROME JEROLD A. CATAPANG Provisional Member
CERTIFIED CORRECT	 JEFFREY M. BERTUMEN Ad Hoc Member, PS  DICKSON T. PANTI Vice-Chairperson