




INVITATION TO BID	The chairperson emphasized the timeline of the project, which is as follows:	
	Advertisement/Posting of Invitation to Bid	April 02, 2019
	Issuance and Availability of Bid Documents	April 02, 2019
	Pre-Bid Conference	April 10, 2019 10:00 AM
	Last day of Submission of Written Clarification	April 12, 2019
	Last day of Issuance of Bid Bulletin	April 17, 2019
	Deadline for Submission of Bids	April 24, 2019 10:00 AM
	Opening of Bids	Immediately after
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM THE PROSPECTIVE BIDDER	
BID DATA SHEET	<p>Clause 29.2</p> <p>For purposes of Post-qualification the following document(s) shall be required:</p> <p>3. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before the deadline of Opening of Bids. xxx</p> <p>The Provisional Member emphasized the submission of VAT Returns for the last six (6) months before the Opening of Bids, i.e. September, October, November and December of 2018, and January and February of 2019.</p>	
GENERAL CONDITIONS OF CONTRACT	NO QUESTIONS FROM THE PROSPECTIVE BIDDER	
SPECIAL CONDITIONS OF THE CONTRACT	NO QUESTIONS FROM THE PROSPECTIVE BIDDER	
SCHEDULE OF REQUIREMENTS	<p>The Provisional Member mentioned that aside from the required samples, bidders must also submit a properly labeled box/packaging of the items offered.</p>	

<p>TECHNICAL SPECIFICATIONS</p>	<p>The Provisional Member discussed what constitutes minimum labeling, as required by Republic Act No. 7394, to wit:</p> <ul style="list-style-type: none"> • its correct and registered trade name or brand name; • its duly registered trademark; • its duly registered business name; • the address of the manufacturer, importer, repacker of the consumer product in the Philippines; • its general make or active ingredients; • the net quality of contents, in terms of weight, measure or numerical count rounded of to at least the nearest tenths in the metric system; • country of manufacture, if imported; and • if a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact. (Art. 77, RA 7394)
<p>BID FORMS</p>	<p>The Provisional Member reminded the prospective bidder to sign all documents which require the signature of the authorized representative.</p>

<p>OTHER MATTERS</p>	<p>NO DISCUSSION</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 2:30 PM</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of Pre-bid Conference conducted on April 10, 2019.</p>
<p>PREPARED BY</p>	<p style="text-align: center;">  JOSHUA FELINO JULIAN F. DULCE <i>Provisional Member (PMOIC)</i> </p>
<p>CERTIFIED CORRECT</p>	<p style="text-align: center;">  MR. JEFFREY M. BERTUMEN <i>Provisional Member (Ad hoc Representative, PS)</i> </p> <p style="text-align: center;">  MR. JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i> </p>