

MINUTES OF MEETING

Tuesday, June 4, 2019	1:00 PM	CONFERENCE ROOM C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Thermal Paper, 55 gsm for the Procurement Service
REFERENCE NO.	PB No. 19-177-5
ATTENDEES	<p>Bids and Awards Committee 5 Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chariperson Mr. Arnel B. Cunanan Provisional Member</p> <p>Procurement Division V Ms. Rosemarie N. Andulan Secretariat</p> <p>Prospective Bidder: Ms. Lara Gonzales Pantronics Int’l Corp.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:15 PM with Mr. Laureñana, Chairperson of Bids and Awards Committee (BAC) - V presiding. 2. Ms. Andulan, the BAC Secretariat, acknowledged the presence of attendees. 3. She likewise reported that observers were invited for this activity but none confirmed their attendance. 4. Since the attendee is a frequent bidder of common supplies and equipment, it was agreed to skip the discussion on the documentary requirements. The activity will just focus on the matters in the bidding documents that they want to clarify.

DISCUSSION

<p>BID DATA SHEET</p>	<p>NO FURTHER DISCUSSION</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Schedule of Requirements Page 69</p> <p>xxx</p> <p>I hereby commit to deliver the required quality and quantities upon receipt of the Purchase Order as indicated above.</p> <p>xxx</p> <p>The Vice Chairperson informed the prospective bidder to take note of the aforementioned provision. He clarified that the same is important since during delivery, the supplier cannot ask for an extension for they have committed in complying with the delivery period through their affirmation in the Schedule of Requirements.</p> <p>xxx</p> <p>Ms. Gonzales requested if the first delivery schedule can be adjusted from thirty (30) calendar days to forty-five (45) calendar days.</p> <p>The Vice-Chairperson instructed Ms. Gonzales to put this matter in writing to make it all official and in record.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Supply and Delivery of Thermal Paper Technical Specifications Page 72</p> <p>xxx</p> <p>Conform to ARTICLE 77 of the consumer Act of the Philippines (RA 7394) :</p> <ul style="list-style-type: none"> a) Its correct and registered trade name or brand name; b) Its duly registered trademark; c) Its duly registered business name; d) The address of the manufacturer, importer, re-packer of the consumer product in the Philippines; e) The net quantity of contents, in terms of weight, measure or numerical count rounded of to at least the nearest tenths in the metric system; f) Country of manufacturer, if imported; and <p>If a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact.</p>

	<p>XXX</p> <p>Ms. Gonzales asked on how the aforementioned labels will be placed in the packaging of two (2) rolls of thermal paper that will be submitted as sample.</p> <p>The PMOIC answered that they can put in a sticker and place it in the rolls of thermal paper.</p> <p>Furthermore, Ms. Gonzales inquired for the requirement letter “e”, if the same has to be included in the label.</p> <p>The Vice Chairperson explained that there is no need for the “net quantity of contents” to be included in the packaging since the same is not applicable in the item.</p> <p>Moreover, the Vice-Chairperson reminded the prospective bidder that the brand name and trademark must be registered in the Intellectual Property Office (IPO) of the Philippines. He stated that failure to comply with this requirement is a ground for disqualification. He likewise added that the bidder must so state therein if they are a manufacturer or a distributor and the address of the same.</p> <p>The Vice Chairperson likewise clarified that the sample submitted during the sample evaluation which complies with the minimum labelling requirement in accordance with RA 7394 must also be the one to be delivered when the item has been awarded.</p> <p>XXX</p> <p>The PMOIC clarified to the prospective bidder that the offered item must be in black packaging as required by the bidding document.</p>
<p>BIDDING FORMS</p>	<p>The Vice Chairperson gave a reminder about the incorporation of the full signature of the authorized representative in both pages of the bid form.</p>

<p>II. OTHER DISCUSSIONS</p>	
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 2:00 PM</p>
<p>PREPARED BY</p>	<p>(SGD.) ROSEMARIE N. ANDULAN Secretariat, Bids and Awards Committee V</p>

CERTIFIED CORRECT

(SGD.)

ARNEL B. CUNANAN

Provisional Member, Bids and Awards Committee V

(SGD.)

JACK G. MERCADO

Vice Chairperson, Bids and Awards Committee V

(SGD.)

WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V