

MINUTES OF MEETING

Thursday, November 21, 2019	10:00 AM	EXECUTIVE LOUNGE										
MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII											
TYPE OF MEETING	PREBID CONFERENCE											
PROJECT	Supply, Delivery and Installation of Computer Aided Design for the Department of Education (DepEd)											
REFERENCE NO.	PUBLIC BIDDING NO. 19-315-7											
ATTENDEES	<p>Bids and Awards Committee VII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Vic Anthony A. Tubon</td> <td style="width: 40%;">Vice-Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Alvin John D. Perater</td> <td>Provisional Member, PMO-In-Charge</td> </tr> </table> <p>Procurement Division VII</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Ma. Angelica M. Hui</td> <td style="width: 40%;">Member</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Secretariat</td> </tr> </table>		Mr. Vic Anthony A. Tubon	Vice-Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Alvin John D. Perater	Provisional Member, PMO-In-Charge	Ms. Ma. Angelica M. Hui	Member	Ms. Rowena R. Inocentes	Secretariat
Mr. Vic Anthony A. Tubon	Vice-Chairperson											
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Ms. Rowena R. Inocentes	Secretariat											
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:30 AM with the Vice-Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC'S compliance with regard to the Invitation of Observers. 											

DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>SECTION I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>SECTION II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID DATA SHEET	<p>SECTION III</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>SECTION IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SCHEDULE OF REQUIREMENT	<p>SECTION VI</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
TECHNICAL SPECIFICATIONS	<p>SECTION VII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID FORMS	<p>SECTION VIII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
III. OTHER MATTERS	
OTHER MATTERS	<p>➤ Vice-Chairperson manifested the absence of prospective bidders for this conference but noted nine (9) suppliers downloaded (per Document Request List) the Bidding Documents, namely:</p> <ol style="list-style-type: none">1. Advance Solutions Inc.2. Columbia Technologies Inc.3. Integrated Computer Systems Inc.

	<ol style="list-style-type: none"> 4. Bentaco Information Technology Services 5. Maximum Solutions Corporation 6. Accel Prime Technologies Incorporated 7. Edison Cutero Trading 8. ADPARAMETRIK Inc. 9. Tekzone Computer Sales & Services Inc.
ATTACHMENTS	None
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00 PM.
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on November 21, 2019.
PREPARED BY	SGD ROWENA R. INOCENTES Secretariat
CERTIFIED CORRECT	Bids and Awards Committee VII SGD ALVIN JOHN D. PERATER Provisional Member SGD ATTY. DIVINA GRACIA A. BACAL Ad Hoc Member SGD VIC ANTHONY A. TUBON Vice-Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.