



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



## MINUTES OF MEETING

Monday, December 9, 2019	Time: 10:00 AM	Venue: Executive Lounge
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VII</b>
TYPE OF MEETING	<b>PRE-BID CONFERENCE</b>
PROJECT	<b>Supply and Delivery of Janitorial Supplies for the Procurement Service</b>
REFERENCE NO.	<b>PUBLIC BIDDING NO. 19-329-7</b>
ATTENDEES	<p><b>Bids and Awards Committee VII</b></p> <p>Mr. Vic Anthony A. Tubon Vice-Chairperson Ms. Ma. Angelica M. Hui Provisional Member, PMO In-Charge Ms. Consolacion S. Cinco Ad Hoc Member</p> <p><b>Procurement Division VII</b></p> <p>Mr. Ulysses E. Mora TWG Ms. Rowena R. Inocentes Secretariat</p> <p><b>Bidders:</b></p> <p>Ms. Loreta M. Sanido LMS Industries Ms. Len Ocera LMS Industries</p>
CALL TO ORDER	<ol style="list-style-type: none"><li>1. The scheduled <b>Prebid Conference</b> started at <b>10:00 AM</b> with the Vice Chairperson presiding.</li><li>2. The Secretariat acknowledged the presence of the attendees, and stated that required quorum was established to conduct the activity.</li><li>3. The Secretariat likewise stated the BAC's compliance with the Invitation of Observers.</li></ol>

4. Subsequently, the Secretariat presented the general requirements for government procurement for the project.

## DISCUSSIONS

### I. BID DOCUMENTS

INVITATION TO BID	No further clarification.
BID DATA SHEET	<p>Clause 5.4 Page 39</p> <p>x x x</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (25%) of the ABC for each lot. <i>Please refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract. Similar contracts for this project include those in Annex "I" but may include other contracts similar to those classified as cleaning supplies (Lot 1 &amp; 2) and aerosol products (Lot 3 &amp; 4).</i></p> <p>x x x</p>
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	No further clarification.
SCHEDULE OF REQUIREMENT	No further clarification.
TECHNICAL SPECIFICATIONS	No further clarification.
BIDDING FORMS	No further clarification.
<b>II. OTHER MATTERS</b>	
OTHER MATTERS	<ul style="list-style-type: none"> <li>LMS manifested the low Approved Budget for the Contract (ABC) versus technical requirements.</li> </ul> <p>- <i>The Vice-Chairperson emphasized that the ABC were based on</i></p>

	<p><i>latest market survey conducted and approved by the OED. However, he encouraged LMS to email their concerns to properly endorse the same to Technical Specifications Review Committee (TSRC).</i></p> <ul style="list-style-type: none"> <li>The Committee presented the TSRC's recommendations to amend the existing Packaging and Marking and Labelling requirement in the technical specifications of all PS Common-use Supplies and Equipment (PS-CSE). It was approved by OED on 11/20/2019. However, said amendment will take effect on those items that has no approved ABC yet or still under market survey.</li> </ul>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on December 9, 2019.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 12:00 PM.
<b>PREPARED BY</b>	<b>SGD</b> <b>ROWENA R. INOCENTES</b> Secretariat
<b>CERTIFIED CORRECT</b>	BIDS AND AWARDS COMMITTEE VII  <div style="text-align: center;"> <b>SGD</b>  <b>MA. ANGELICA M. HUI</b>          Provisional Member         </div> <div style="text-align: center; margin-top: 20px;"> <b>SGD</b>  <b>CONSOLACION S. CINCO</b>          Ad Hoc Member to the BAC         </div> <div style="text-align: center; margin-top: 20px;"> <b>SGD</b>  <b>VIC ANTHONY A. TUBON</b>          Vice-Chairperson         </div>