



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



## MINUTES OF MEETING

27 February 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Paper, Multipurpose, A4 for the Procurement Service (PS)
REFERENCE NO.	<b>PB No. 19-068-3</b>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward Saddi                      Chairperson          Sharon Baile                              Provisional Member/PMOIC          Omar Bernal                                AdHoc Representative</p> <p><b>Procurement Division 3</b></p> <p>Erica Santos                                 Secretariat</p> <p><b>Bidders</b></p> <p>Paul De Castro                              Advance Paper Incorporated          Celso Manuel                                Contactpoint Incorporated          Lhen Villanueva                             Bloombooks Incorporated          Chris Algeria                                 Vanhawk Paper Philippines Inc.</p>
CALL TO ORDER	<p>The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat also stated the invited observers, however, none of them confirmed their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>



**I. BID DOCUMENTS**

**INSTRUCTIONS TO BIDDERS**

There were no discussion/amendments made and further instructions from the BAC under this section.

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**Single Largest Completed Contract similar to the Contract to be bid (SLCC)**

- Bloombooks Incorporated representative asked if they can use their awarded contract from DepED as SLCC wherein they supplied books. The Chairperson said to the prospective bidder to put their inquiry in writing.

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**12.1 (a)(i)**

**Mayor's Permit for 2018 or 2019. If the Bidder submits the Mayor's Permit for 2018, the submission must be accompanied by any verifiable proof that it already applied for the 2019 Mayor's Permit.**

- The Chairperson reminded the prospective bidders that during submission of Post Qualification documents, the Mayor's Permit for 2019 should be reflected on the Annex A of the PhilGEPS Certificate of Registration. He added that all documents on Annex A should be updated as required on Bid Data Sheet (BDS) 29.2.

xxx



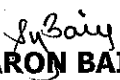
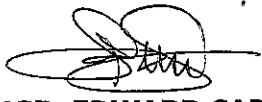
**12.1(a)(i)**

**In the latter case, the bidder shall submit a valid and updated PhilGEPS Certificate of Registration (Platinum Membership) including its Annex "A" as part of the post-qualification documents.**

- The Chairperson stated that Bid Bulletin will be issued to reflect necessary changes. He told the prospective bidders that Bid

**BID DATA SHEET**

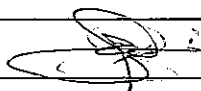

	<p>Bulletins are uploaded on PhilGEPs and the Procurement Service's website. If they cannot download the file, they can personally get a copy of the said document from Procurement Division 3.</p> <p>XXX</p>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no discussion/amendments made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no discussion/amendments made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	<p><b>Submission of Samples/Demo Units</b></p> <ul style="list-style-type: none"> <li>➤ Representative from Advance Paper Inc. asked if the one (1) piece carton box to be submitted during sample submission should be the same as the one that they will submit during delivery if ever they win the bidding. The Chairperson answered affirmatively.</li> <li>➤ The Chairperson also reminded the prospective bidders to submit the samples on or before the deadline of submission.</li> </ul>
<b>TECHNICAL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ The Chairperson suggested to prospective bidders to analyze carefully the technical specifications specially the packaging and marking and labelling requirement.</li> </ul>
<b>TERMS OF REFERENCE</b>	There were no discussion/amendments made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	<p><b>Bid Form</b></p> <ul style="list-style-type: none"> <li>➤ Contactpoint Inc. representative asked if they need to submit the Price Schedule - For Goods offered from within the Philippines, even if their goods are from abroad. The Chairperson answered that they can put "Not Applicable" to the form that does not apply to their goods. He said that they still need to submit both forms.</li> </ul>

II. TIMELINE	
POSTING IN PHILGEPS	February 20, 2019
PREBID CONFERENCE	February 27, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	March 6, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	March 13, 2019 ; 10:00 AM
III. OTHER DISCUSSIONS	
OTHER MATTERS	There were no discussion/amendments made and further instructions from the BAC under this section.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>12:10 PM.</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>27 FEBRUARY 2019.</b>
PREPARED BY	Procurement Division 3:   <b>ERICA SANTOS</b> Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III:  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>OMAR BERNAL</b>            AdHoc Representative             On Official Business   <b>ATTY. DIVINA GRACIA BACAL</b>            Regular Member         </div> <div style="text-align: center;">   <b>SHARON BAILE</b>            Provisional Member/PMOIC             On Official Business   <b>MARC HORDEJAN</b>            Vice-Chairperson         </div> </div> <div style="text-align: center; margin-top: 20px;">   <b>ENGR. EDWARD SADDI</b>            Chairperson         </div>

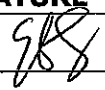
Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main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


**ATTENDANCE FOR BAC III BIDDING ACTIVITIES  
FEBRUARY 27, 2019  
CONFERENCE ROOM B**

**BIDS AND AWARDS COMMITTEE III:**



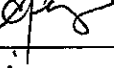

NAME	DESIGNATION	SIGNATURE	Time In <sup>1</sup>	Time out <sup>2</sup>
ENGR. EDWARD SADDI	Chairperson			
MARC HORDEJAN	Vice-Chairperson			
ATTY. DIVINA GRACIA BACAL	Regular Member			
SHARON BAILE	Provisional Member (PMOIC)			
OMAR BERNAL	AdHoc Member			

**PROCUREMENT DIVISION 3:**

NAME	SIGNATURE
ERICA SANTOS	

TIME	ACTIVITY	REF NO.	TITLE	Agency	Secretariat
10:00 AM	PREBID	PB No. 19-068-3	Supply and Delivery of Paper, Multipurpose, A4 for the Procurement Service (PS)	PS	 E. SANTOS
				Adjourn:	

**Bidders:**

Complete Name (please write LEGIBLY)	Office	Tel/Fax No.	Email Ad	Signature
1. CELSO MANUEL	CONTACT POINT	0917-5584040	celso.manuel@yphco.com	
2. Lhen Villanueva	Bloombooks	09057289394	lhenvillanueva16@gmail.com	
3. Chris Algeria	Vanhawk	293-1396	sales@vanhawkpaper.com	
4. Paul de Castro	ADVERTISE	330-5575		
5.				
6.				
7.				
8.				

<sup>1</sup> to be filled out by the BSD

<sup>2</sup> to be filled out by the BSD