



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





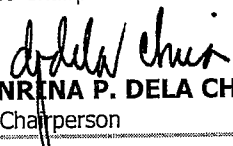
MINUTES OF MEETING

Tuesday, August 14, 2018	10:00 AM	CONFERENCE A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																		
TYPE OF MEETING	Pre-Bid Conference																		
PROJECT	Supply and Delivery of Floor Care Products for the Procurement Service (PS)																		
REFERENCE NO.	PB 18-212-9																		
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <table border="0"> <tr> <td>Ms. Dalisay Conrinaa P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Atty. Michelle Anne B. Recto</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Rojim RJ C. Espere</td> <td>Provisional Member</td> </tr> </table> <p>PROCUREMENT DIVISION IX:</p> <table border="0"> <tr> <td>Mr. James F. Gabilo</td> <td>Member</td> </tr> <tr> <td>Mr. Karlou Borja</td> <td>Member</td> </tr> </table> <p>PROSPECTIVE BIDDER/S:</p> <table border="0"> <tr> <td>Ms. Janice Javier</td> <td>LMS Industries.</td> </tr> <tr> <td>Ms. Len Ocera</td> <td>LMS Industries.</td> </tr> <tr> <td>Mr. Randy Centeno</td> <td>Polymer Products</td> </tr> <tr> <td>Mr. Mike Albuelo</td> <td>Polymer Products</td> </tr> </table>	Ms. Dalisay Conrinaa P. Dela Chica	Chairperson	Atty. Michelle Anne B. Recto	Regular Member	Mr. Rojim RJ C. Espere	Provisional Member	Mr. James F. Gabilo	Member	Mr. Karlou Borja	Member	Ms. Janice Javier	LMS Industries.	Ms. Len Ocera	LMS Industries.	Mr. Randy Centeno	Polymer Products	Mr. Mike Albuelo	Polymer Products
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 10:15 AM with the Chairperson presiding. 2. The PMO-In-Charge acknowledged the presence of the attendees. 3. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 4. The project was presented after the required quorum has been established. 																		

DISCUSSION

I. DOCUMENTATIONS			
DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion, the following topics were tackled: the purpose of Pre-bid Conference, who can participate, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others. 		
II. BID DOCUMENTS			
INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.		
BID DATA SHEET	<p>BDS Clause 5.4 Page 38</p> <p>➤ A prospective bidder requested that a Twenty Five percent(25%) equivalent of the ABC for the Single Largest Completed Contract to be allowed.</p> <table border="1" data-bbox="603 1048 1279 1245"> <tr> <td style="text-align: center;"><i>ITB Clause 5.4</i></td> <td>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 (50%) of the ABC. <i>Please Refer to Section VIII Bidding Forms Annex "I" for the definition of similar contract.</i></td> </tr> </table>	<i>ITB Clause 5.4</i>	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 (50%) of the ABC. <i>Please Refer to Section VIII Bidding Forms Annex "I" for the definition of similar contract.</i>
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GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.		
SPECIAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.		
SCHEDULE OF REQUIREMENTS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.		
TECHNICAL SPECIFICATIONS	<p>Technical Specifications Page 73</p> <p>XXX</p> <p>Evidence and Verification</p> <ul style="list-style-type: none"> FDA Certificate of Product Registration/Product Notification Number (shall be indicated on the label) FDA Certificate of License To Operate(LTO) Number as Trader/Distributor/Manufacturer 		

	<ul style="list-style-type: none"> ➤ The BAC IX Chairperson directed the PMO-In-Charge to exclude the above requirements in the Evidence and Verifications. ➤ The following requirements are not required by the Food and Drug Administration (FDA). ➤ For Bid Bulletin.
	XXX
TERMS OF REFERENCE	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
III. OTHER DISCUSSIONS	
OTHER MATTERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is the true account of Pre-Bid Conference conducted on Tuesday August 14, 2018
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <p style="text-align: center;"><i>On Leave</i> CATHERINE ANN D. MIRABEL Ad Hoc Member</p> <p style="text-align: center;"> ROGIM R. C. ESPERE Provisional Member</p> <p style="text-align: center;"> ATTY. MICHELLE B. RECTO Regular Member</p> <p style="text-align: center;"><i>On Official Business</i> LEAH NIMFA M. VALDEZ Vice Chairperson</p> <p style="text-align: center;"> DALISAY CONTRINA P. DELA CHICA Chairperson</p>