



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



## MINUTES OF MEETING


July 26, 2018	1:00 PM	Conference ID
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>																				
<b>TYPE OF MEETING</b>	<b>Pre- Bid Conference</b>																				
<b>PROJECT</b>	Supply and Delivery of <b>Paper Clip, 33mm and 50mm and Optical Mouse</b> for the Procurement Service																				
<b>REFERENCE NO.</b>	<b>PB No. 18-214-5</b>																				
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice-chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Provisional Member (Ad Hoc Member)</td> </tr> </table> <p><b>Procurement Division V</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p><b>Prospective Bidders</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Janette Quintinita</td> <td>GTK Trading</td> </tr> <tr> <td>Mr. Jowel Fortuda</td> <td>Kingfiles</td> </tr> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Center Point Sales &amp; Trading Corp.</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice-chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Provisional Member (Ad Hoc Member)	Engr. Yuji C. Hoshina	Member	Ms. Jessica G. Gapuz	Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Janette Quintinita	GTK Trading	Mr. Jowel Fortuda	Kingfiles	Ms. Maeah Airocel Isidro	Center Point Sales & Trading Corp.
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled Pre-Bid Conference started at 1:15 PM.</li> <li>2. Having established the required quorum, Mr. Yuji C. Hoshina was instructed by the Chairperson to proceed with the presentation of the project.</li> <li>3. The Chairperson discussed the Time line of the project while the Observers from <b>GPPB</b> were taking Video of the proceeding for their E-Learning.</li> </ol>																				

**DISCUSSION**

HIGH LIGHTS OF ACTIVITY	
	<p>The <b>PMO in Charge</b> presented the following documents before the committee:</p> <ul style="list-style-type: none"> <li>- Schedule of Bidding Activities</li> <li>- Bidding Documents</li> </ul>

BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	No Amendment
SCHEDULE OF REQUIREMENTS	No Amendment
TECHNICAL SPECIFICATIONS	No Amendment

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:45 PM
CERTIFICATION	We certify that the foregoing is true account of <b>Pre-Bid Conference</b> conducted on July 26, 2018.
PREPARED BY	 <b>MS. ROSEMARIE N. ANDULAN</b> BAC Secretariat


CERTIFIED CORRECT

  
**MR. BOYCIE F. TARCA**

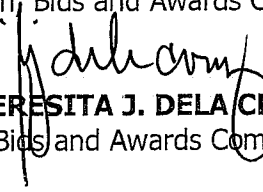
Ad hoc Member, Bids and Awards Committee V

  
**MR. ARNEL B. CUNANAN**

PMOIC, Bids and Awards Committee V

  
**MR. JACK G. MERCADO**

Vice-Chairperson, Bids and Awards Committee V

  
**TERESITA J. DELA CRUZ**

Chairperson, Bids and Awards Committee V