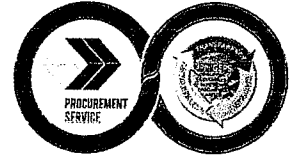




Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Friday, August 3, 2018	1:00 PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Parchment Paper, Pad Paper, Ruled, Thermal Paper, 55gsm and Rubber Band No. 18 for the Procurement Service (PS)	
REFERENCE NO.	PB No. 18-230-5	
ATTENDEES	Bids and Awards Committee V:	
	Ms. Teresita J. Dela Cruz Atty. Michelle Anne B. Recto, LLM Mr. Arnel B. Cunanan	Chairperson Regular Member Provisional Member
ATTENDEES	Procurement Division V:	
	Ms. Jessica G. Gapuz Engr. Yuji C. Hoshina Ms. Rosemarie N. Andulan	Member Member Secretariat
ATTENDEES	Prospective Bidders:	
	Ms. Joahna Lim Ms. Maeah Airocel Isidro Mr. Rex Deramas	Multi Zero Diversified Marketing Inc. Center Point Sales & Trading Corp. Triplex
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:00 PM with the Chairperson presiding. 2. Engr. Hoshina acknowledged the presence of the attendees. 3. It was also reported that observers were invited for this activity but none confirmed their attendance. 4. Since the attendees are frequent bidders of common supplies and equipment, it was agreed to skip the discussion on the documentary. 	

requirements. The activity will just focus on the matters in the bidding documents that they want to clarify.

DISCUSSION

1. BID DOCUMENTS	
INVITATION TO BID	NO DISCUSSION
	BDS Clause 29. 2 Page 45
BID DATA SHEET	<p>xxx</p> <p>5. Valid PhilGEPS Registration Certificate.</p> <p>Bidders with overdue deliveries for same items as of the date of opening of bids as certified by PS <u>PROCUREMENT Division V</u> are not allowed to participate in the bidding.</p> <p>xxx</p> <p>Ms. Joahanna Lim from Multi Zero Diversified Marketing Inc. wanted to clarify the above-mentioned provision regarding the delay on the part of the supplier.</p> <p>The Chairperson clarified that delay of the supplier in his delivery for the same item at the time of opening of bids will not make him eligible to participate in the bidding.</p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLE	<p>Section VI. Schedule of Requirements Page 74</p> <p>xxx</p>

LOT NO.	QUANTITY	ITEM DESCRIPTION
3	47,750 boxes	RUBBER BAND, No.18, 350 grams (min) (net weight)
DELIVERY SCHEDULE		QUANTITY
1st	within 30 calendar days from receipt of NTP	10,000 boxes
2nd	within 30 calendar days thereafter	9,500 boxes
3rd	within 30 calendar days thereafter	9,450 boxes
4 th	Within 30 calendar days thereafter	9,400 boxes
5 th	Within 30 calendar days thereafter	9,400 boxes
		47,750 boxes

XXX

The prospective bidder for the supply and delivery of rubber band asked if the delivery schedule can be extended to six (6) months.

The chairperson explained that since there is still an on-going delivery of rubber band from the former supplier, the delivery schedule for the next bidding is reduced to five (5) months.


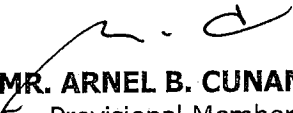


Ms. Lim also raised her concern about the first month of delivery where the required 10,000 boxes of Rubber Band. She explained that it would be difficult for a supplier to produce such amount in the first month in view of the fact that there are a lot to consider in the production stage.

The chairperson took note of the concern and promised that the committee will look into her request.

TECHNICAL SPECIFICATIONS

The Chairperson explained that if there are changes in the Technical Specification of the item/s that the prospective bidders propose, actions cannot be taken because the technical specifications are approved by the Technical Committee. On the other hand, the BAC will take note of the proposed changes and will make the necessary representations to the Technical Committee. If the committee approves the proposed changes, this will only be applied to the next bidding of the item/s.

BID FORM	NO DISCUSSION
OTHER MATTERS	<p>The representative from Multi Zero asked if a Certificate of Satisfactory Performance can be issued once the supplier has delivered all the goods, even if there are numerous rejections in its delivery. She also asked if it will be possible to include it in a certification.</p> <p>Atty. Michelle Recto, the Regular Member of the BAC, said that the Procurement Division who handled the project should be the one to issue such certificate.</p> <p>In regards with a certification which takes into account the numerous rejections of the delivery, the Chairperson said that it will be discussed by the BAC and referred to Legal Division for review.</p> <p>The Regular Member also informed the body that she drafted guideline regarding this matter. It is now for approval and signature of the Executive Director. The guideline mandated that a supplier should only be rejected once and a re-test may only be conducted once. She further explained that the management has scrutinized it and thought that it is too strict and burdensome on the part of the supplier and may result to non-participation of the prospective bidders.</p> <p>xxx</p> <p>Mr. Rex Deramas raised his concern about the required "Country of Origin" in the packaging of the parchment paper. As a bidder for almost thirty (30) years, he never encountered this requirement.</p> <p>The chairperson explained that the supplier should identify the country where the item/s is manufactured as required in the Consumer Act. The chairperson further clarified that she can only speak for her BAC and as far as her division is concerned, the country of manufacture is always one of their requirements when it comes to labels in the packaging.</p> <p>The Regular Member explained the argument of Mr. Deramas; since Triplex is claiming that he is a distributor, then a country of origin is really required but if he identified himself as a manufacturer then such requirement is not necessary.</p> <p>The committee then advised Mr. Deramas to modify their labels for the parchment paper to state that they are the manufacturer.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1: 48 PM

CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on August 3, 2018
PREPARED BY	The Procurement Division V:  MS. ROSEMARIE N. ANDULAN Secretariat
	Bids and Awards Committee V:  MR. ARNEL B. CUNANAN Provisional Member
CERTIFIED CORRECT	 ATTY. MICHELLE ANNE B. RECTO Regular Member  MS. TERESITA J. DELA CRUZ 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.