



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



MINUTES OF MEETING

10 August 2018 10:00 AM CONFERENCE ROOM A


MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Folder with Tab, Legal and A4
REFERENCE NO.	PB No. 18-231-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Richard Garcia Provisional Member/PMOIC</p> <p>Procurement Division 3</p> <p>Erica Santos Secretariat</p> <p>Bidders</p> <p>Rex Derramas Triplex Enterprise Incorporated</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 10:25 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged; however, invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>

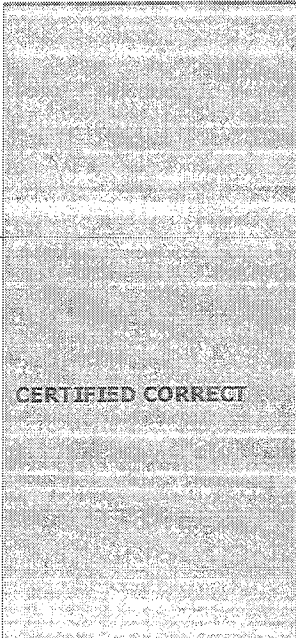
I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SCHEDULE OF REQUIREMENTS	There were no amendments/revisions made and further instructions from the BAC under this section.
TECHNICAL SPECIFICATIONS	There were no amendments/revisions made and further instructions from the BAC under this section.
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.

III. TIMELINE	
POSTING IN PHILGEPS	03 August 2018
PREBID CONFERENCE	10 August 2018 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	17 August 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	24 August 2018 ; 10:00 AM

PRE-BID CONFERENCE
PB No. 18-231-3

II. OTHER DISCUSSIONS	
OTHER MATTERS	<p>The following questions were raised by Mr. Derramas of Triplex Enterprise Incorporated:</p> <ol style="list-style-type: none"> 1. He asked if there are additional documents to be included on the Second Envelope, aside from the Financial Bid Form. Chairperson clarified that the Financial Bid Form is the only document to be included on the Second Envelope. 2. He raised a question regarding the testing period. He asked if it is only optional to double the payment for the testing fee. Chairperson responded that as per the Bidding Documents, it is required to double the testing fee to reduce the testing period by half. He said that this is only case to case basis. As per this project, there are no stocks for the two (2) items so it is recommended that the testing should be done as soon as possible. 3. Regarding the Consumer Act of the Philippines RA 7394 under the Marking/Labeling, he wanted to clarify if they are considered as the Manufacturer since they are the one who converts the raw materials. Chairperson answered that they can be considered as the Manufacturer.
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 11:15 AM.</p>
CERTIFICATION	<p>We certify that the foregoing is true account of Pre-bid Conference conducted on 10 August 2018.</p>
PREPARED BY	<p>Procurement Division 3:</p> <p style="text-align: center;">  ERICA SANTOS Secretariat </p>



Bids and Awards Committee III:

On Official Business

OMAR BERNAL

AdHoc Representative



RICHARD GARCIA

Provisional Member / PMOIC

On Official Business

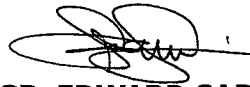
ATTY. DIVINA GRACIA BACAL

Regular Member



MARC HORDEJAN

Vice-Chairperson



ENGR. EDWARD SADDI

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.