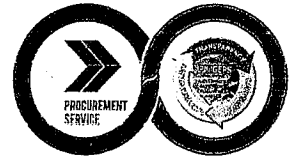




Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

15 August 2018	10:00 AM	CONFERENCE ROOM A
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee III</b>										
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>										
<b>PROJECT</b>	Supply and Delivery of Paper, Multipurpose, Legal for the Procurement Service (PS)										
<b>REFERENCE NO.</b>	<b>PB No. 18-240-3</b>										
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee III</b></p> <table border="0"> <tr> <td>Engr. Edward Saddi</td> <td>Chairperson</td> </tr> <tr> <td>Marc Hordejan</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Sharon Baile</td> <td>Provisional Member/PMOIC</td> </tr> </table> <p><b>Procurement Division 3</b></p> <table border="0"> <tr> <td>Erica Santos</td> <td>Secretariat</td> </tr> </table>	Engr. Edward Saddi	Chairperson	Marc Hordejan	Vice-Chairperson	Atty. Divina Gracia Bacal	Regular Member	Sharon Baile	Provisional Member/PMOIC	Erica Santos	Secretariat
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Sharon Baile	Provisional Member/PMOIC										
Erica Santos	Secretariat										
<b>Bidders</b>	<table border="0"> <tr> <td>Lourdes Hipe</td> <td>Purity Paper</td> </tr> <tr> <td>Rex Derramas</td> <td>Triplex Enterprises Incorporated</td> </tr> <tr> <td>Paul De Castro</td> <td>Advance Paper Solutions</td> </tr> </table>	Lourdes Hipe	Purity Paper	Rex Derramas	Triplex Enterprises Incorporated	Paul De Castro	Advance Paper Solutions				
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<b>CALL TO ORDER</b>	<p>The scheduled <b>Pre-bid Conference</b> started at <b>10:19 AM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged; with the presence of the four members of the BAC, the required quorum was established.</p> <p>The Secretariat stated the invited observers, however, none of them confirmed their attendance.</p>										

PRE-BID CONFERENCE  
 PB No. 18-240-3

*Supply and Delivery of Paper, Multipurpose, Legal  
 for the Procurement Service (PS)*

Having established the required quorum, the Secretariat proceeded with the discussion of the activity.

**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.

**SUBMISSION OF SAMPLES/DEMO UNITS**

All bidders shall submit the following samples/demo units to the Procurement Division 3 (PD 3) on or before the deadline of bid submission for evaluation and testing purposes:

**SCHEDULE OF REQUIREMENTS**

Lot No.	ITEM/DESCRIPTION	REQUIREMENTS	TESTING CENTER & TESTING FEE
1	PAPER, MULTIPURPOSE, 70gsm min., Size: legal, 216mm x 330mm (±2mm in either direction), 500 sheets per ream, 5 reams per box	Three (3) reams	In-house Testing and Forest Product Research and Development Institute (FPRDI) <b>Testing Fee: P 5,170.00 each</b>


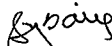


**TECHNICAL SPECIFICATIONS**

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

<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.

<b>III. TIMELINE</b>	
<b>POSTING IN PHILGEPS</b>	08 August 2018
<b>PREBID CONFERENCE</b>	15 August 2018 ; 10:00 AM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	22 August 2018
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	29 August 2018 ; 10:00 AM

<b>IV. OTHER DISCUSSIONS</b>	
<b>OTHER MATTERS</b>	<p>The following questions were raised by the prospective bidders:</p> <ol style="list-style-type: none"> <li>1. Mr. Derramas of Triplex said that they are the ones who convert the raw materials from their suppliers, hence they can be considered as the Manufacturer. He asked if they only need to label the item with "Manufactured by" and "Distributed by" and "Country of Origin" will not be included. The Chairperson clarified that since they are the manufacturer or distributor, they no longer need to include the "Country of Origin" in the label.</li> <li>2. Mr. Derramas of Triplex asked if the process of submission of samples is still the same. The Chairperson answered that the submission of samples is same as before. The bidders should pay directly to the testing center and notify the PMOIC beforehand so that the delivery of the samples will be scheduled that next day.</li> </ol>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>10:41 AM.</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>15 August 2018.</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;"> <p><u>On Official Business</u></p> <p><b>OMAR BERNAL</b> AdHoc Representative</p> </div> <div style="text-align: center;"> <p></p> <p><b>SHARON BAILE</b> Provisional Member/PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> </div> <div style="text-align: center;"> <p></p> <p><b>MARC HORDEJAN</b> Vice-Chairperson</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p></p> <p><b>ENGR. EDWARD SADDI</b> Chairperson</p> </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.*