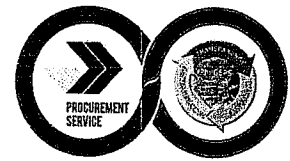




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Thursday, August 23, 2018	10:00 AM	OLD INSPECTION ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Stapler, Standard Type for the Procurement Service (PS).	
REFERENCE NO.	PB No. 18-241-1	
ATTENDEES	Bids and Awards Committee 1 Engr. Rosana D. Yambao Paul Jasper V. De Guzman Rodelio D. Mendez, Jr. Mylene B. Quiambao	Chairperson Vice-Chairperson Provisional Member Ad Hoc Representative
	BAC Support Division Ray-ann V. Sorilla	Secretariat
	Bidder(s) Ms. Joahana Lim Ms. Sasha Vargas	Multizero Centerpoint
CALL TO ORDER	The scheduled Pre-bid Conference started at 10:20 AM with the Chairperson presiding.	

DISCUSSION

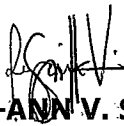

I. BID DOCUMENTS

PRESENTATION	<p>The BAC Secretariat proceeds with the presentation of General Requirements of Government Procurement for Goods.</p> <ul style="list-style-type: none"> The Chairperson clarifies to the bidder that the PhilGeps Certificate of membership must be valid and updated upon submission as part of post-qualification documents. The Chairperson clarifies to the bidder that the VAT Returns to be submitted as part of post-qualification documents shall be within the last Six (6) months.
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INVITATION TO BID	SECTION I NO DISCUSSION
INSTRUCTIONS TO BIDDERS	SECTION II NO DISCUSSION
BID DATA SHEET	SECTION III BDS Clause No. 5.4 Page No. 38 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 twenty five percent (25%) for lot 1 of the ABC. <i>Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</i> xxx <ul style="list-style-type: none"> • A prospective bidder asked if contracts pertaining to 'Office Supplies' can be considered as similar contract. • The Committee took note of the concern and still subject for further discussion.
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V NO DISCUSSION
SCHEDULE OF REQUIREMENTS	SECTION VI NO DISCUSSION

TECHNICAL SPECIFICATIONS	<p>SECTION VII Page No. 73</p> <ul style="list-style-type: none"> The PMO in charge discussed the Technical Requirements of the project. The BAC suggested to clarify the Construction/Structure requirements to the Technical Committee. However, the BAC explains to the bidder that no changes will be made in Technical Specifications.
BIDDING FORMS	NO DISCUSSION

III. OTHER DISCUSSIONS	
OTHER MATTERS	NONE

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:15 AM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on August 23, 2018.
PREPARED BY	The BAC Support Division:  MS. RAY-ANN V. SORILLA Secretariat
CERTIFIED CORRECT	 ENGR. ROSANA D. YAMBAO Chairperson, Bids and Awards Committee 1

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.