



MINUTES OF MEETING

Tuesday, August 28, 2018	1:30 PM	Executive Lounge
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF VARIOUS FOOD ITEMS FOR THE DEPARTMENT OF FINANCE (DOF)	
REFERENCE NO.	PB 18-249-10	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X Mr. Webster M. Laureñana Vice-Chairperson Atty. Divina Gracia A. Bacal Regular Member Ms. Rina Maureen M. Maurera Provisional Member Dir. Lilia R. Tan Ad Hoc Representative, DOF</p> <p>PROCUREMENT DIVISION X Ms. Maricel R. Vergel De Dios Secretariat Ms. Barby Ann M. Villamor Secretariat Engr. Chamel Fiji C. Melo TWG</p> <p>END-USER's TWG Mr. Melquiades Castillo</p> <p>BIDDER/S Mr. Richard Cruz Metro Gaisano Mr. Roldan Algonahota Metro Gaisano</p>	
CALL OF ORDER	<ul style="list-style-type: none"> • The scheduled Pre-Bid Conference started at 1:15 PM with the Vice Chairperson presiding. • The Vice Chairperson acknowledged the presence of the attendees. • Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers the BAC stated that there is compliance with the 	

	<p>requirement under the rule. Thereafter the BAC proceeded with the scheduled pre-bid conference.</p> <ul style="list-style-type: none"> • Having established the required quorum, the Secretariat proceeded with abovementioned activity.
<p>HIGHLIGHTS OF ACTIVITY</p>	<ul style="list-style-type: none"> • The Vice Chairperson explained to the bidder that the pre-bid conference is consist of two (2) presentation which the first part will be the discussion of the eligibility and technical documents that will be submitted during the opening of bids while the second part will be the discussion of the delivery schedule and technical specifications. • Also, the Vice Chairperson asked the bidder if they are already familiar with the eligibility and technical documents so as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. The bidder agreed with it. • As instructed by the Vice Chairperson the Secretariat proceeded with the discussion of the following: <ul style="list-style-type: none"> a. Bid Data Sheet Clause 5.4; b. Bid Data Sheet Clause 12.1 (a)(i); c. Bid Data Sheet Clause 12.1 (a)(ii); d. Bid Data Sheet Clause 18.1 and e. Bid Data Sheet Clause 29.2 • Without any clarification from the bidder the Secretariat proceeded with the discussion of the Section VI. Schedule of Requirements & Section VII. Technical Specifications. • The PMO-in-charge asked the bidder with regard to the packaging of the following items: Parmesan cheese, Spreadable butter & Sugar Glazed Ham, if it is advisable that the following items be included in the box or to be packed on a separate packaging like ecobag. • As suggested by the bidder it is advisable that the following items be packed in a separate eco bag. The End-user agreed with it and will issue a bid bulletin for the modification. • Without further clarifications from the bidder the Secretariat proceeded with the discussion of the Section VIII. Bidding Forms. • The Vice Chairperson reminded the bidder that Annex B Omnibus Sworn Statement has ten provisions, number ten, including the updated and active contact details because all notices coming from the BAC will be transmitted to the provided contact details.

	<ul style="list-style-type: none"> The BAC will also issue a bid bulletin for the modification of public bidding number for the Bid Securing Declaration form. The BAC X reminded the bidder that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided. 						
OTHER MATTERS	<ul style="list-style-type: none"> The BAC reminded the bidder regarding the timeline of the project: <table border="1" data-bbox="586 558 1427 800"> <tr> <td>Last day of Submission of Written Clarification</td> <td>31 August 2018</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>04 September 2018</td> </tr> <tr> <td>Opening of Bids</td> <td>11 September 2018 ; 01:30 P.M.</td> </tr> </table> 	Last day of Submission of Written Clarification	31 August 2018	Last day of Issuance of Bid Bulletin	04 September 2018	Opening of Bids	11 September 2018 ; 01:30 P.M.
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ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 01:45 PM. 						
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Tuesday, August 28, 2018. 						
PREPARED BY	<p style="text-align: center;">(SGD) BARBY ANN M. VILLAMOR Secretariat</p>						
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>(SGD) DIR. LILIA R. TAN Ad Hoc Member,DOF</p> </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>(SGD) RINA MAUREEN M. MAURERA Provisional Member</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p>(SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="text-align: center; vertical-align: top;"> <p>(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p><i>(NOT PRESENT)</i> ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>(SGD) DIR. LILIA R. TAN Ad Hoc Member,DOF</p>	<p>(SGD) RINA MAUREEN M. MAURERA Provisional Member</p>	<p>(SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p><i>(NOT PRESENT)</i> ENGR. PABLO ROMAN C. ANDRES Chairperson</p>	
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