



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



MINUTES OF MEETING

Tuesday, September 11, 2018 10:00 AM TWG ROOM

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I	
TYPE OF MEETING	Prebid Conference	
PROJECT	<i>Supply and Delivery of Clearbook (A4 and Legal Sizes) and Binding and Punching Machine for the Procurement Service</i>	
REFERENCE NO.	PB 18-264-1	
ATTENDEES	BIDS AND AWARDS COMMITTEE 1 Engr. Rosana D. Yambao Chairperson Ms. Mylene Quiambao Ad-Hoc Representative Ms. Maybelline N. Galang Provisional Member PROCUREMENT DIVISION 1 Mr. Rodelio D. Mendez Jr. Bidder(s): Mr. Jowel Fortuna King Files Multi Ventures Inc. Ms. Maeah Isidro Center Point Sales and Trading Inc	
CALL TO ORDER	1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.	
DISCUSSION		
I. BID DOCUMENTS		
INSTRUCTIONS TO BIDDERS	NO DISCUSSION	
BID DATA SHEET	Section III BDS Clause 1.2 Page 38	

RDY

XXX

The lot and reference is:

Lot No.	Quantity	Item/Description
1	144 units	BINDING AND PUNCHING MACHINE
2	19,520 boxes	CLEARBOOK, A4
3	20,520 boxes	CLEARBOOK, LEGAL

A representative from the King Files Multi Ventures Inc. seek clarification with regards to the unit of measurement for the Clearbook A4 and Legal to whether it is in terms of boxes as indicated in the bidding documents or in pieces in reference to past biddings for the said item.

The BAC clarified that as stated in the Annual Procurement Plan for 2018 and in the recommendation of the ABC, the unit of measurement used for the Clearbook A4 and Legal is in pieces and the said correction will be reflected on a Bid Bulletin that will be issued for the project.

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GENERAL CONDITIONS OF THE CONTRACT

NO DISCUSSION

SPECIAL CONDITIONS OF THE CONTRACT

NO DISCUSSION

SCHEDULE OF REQUIREMENTS

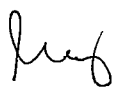
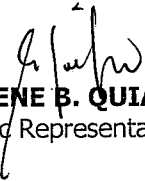

NO DISCUSSION

TECHNICAL SPECIFICATIONS

NO DISCUSSION

TERMS OF REFERENCE

NO DISCUSSION

BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11: 30 AM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Tuesday, September 11, 2018.
PREPARED BY	Procurement Division I:  MS. MAYBELLINE N. GALANG PMO-in-Charge
CERTIFIED CORRECT	 MS. MYLENE B. QUIAMBAO Ad-Hoc Representative  ENGR. ROSANA D. YAMBAO Chairperson