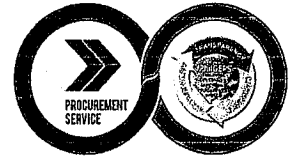




Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

07 September 2018

2:00 PM

MEETING ROOM 2

MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	<ol style="list-style-type: none"><li>Supply and Delivery of Folder with Tab, Legal for the Procurement Service (PS)</li><li>Supply and Delivery of Folder with Tab, A4 for the Procurement Service (PS)</li></ol>
REFERENCE NO.	<ol style="list-style-type: none"><li><b>PB No. 18-266-3</b></li><li><b>PB No. 18-267-3</b></li></ol>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward Saddi                      Chairperson Marc Hordejan                              Vice-Chairperson Richard Garcia                              Provisional Member/PMOIC</p> <p><b>Procurement Division 3</b></p> <p>Erica Santos                                  Secretariat</p> <p><b>Bidders</b></p> <p>Ali El-Halawany                              Anwelh Rex Derramas                                Triplex Enterprises Incorporated Paul De Castro                                Advance Paper Solutions</p>
CALL TO ORDER	The scheduled <b>Pre-bid Conference</b> started at <b>02:22 PM</b> with the Chairperson presiding.

PRE-BID CONFERENCE

*PB No. 18-266-3*

*Supply and Delivery of Folder with Tab Legal for the Procurement Service*

*PB No. 18-267-3*

*Supply and Delivery of Folder with Tab A4 for the Procurement Service*

	<p>The Secretariat stated the invited observers, however, none of them confirmed their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>
<b>I. BID DOCUMENTS</b>	
<b>INSTRUCTIONS TO BIDDERS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BID DATA SHEET</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TECHNICAL SPECIFICATIONS</b>	<p><b>XXX</b></p> <p>For the testing procedure, Mr. De Castro asked the BAC if they can just issue the payment together with the samples, all to be forwarded by PS-DBM. The Chairperson answered that there are still no instructions from the Management regarding that matter. He recommended to follow the procedure for the testing of samples.</p> <p>Therefore, there were no amendments/revisions made and further instructions to the BAC under this section.</p>

**TERMS OF REFERENCE**

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

For PB No. 18-266-3

XXX

*Page 76, Bid Form*

Lot No.	Qty/Unit	Items/Description	Unit Price	Total <del>Lot</del> Bid Price
1	78,506 packs	FOLDER WITH TAB, LEGAL		

**BIDDING FORMS**

**TOTAL ~~LOT~~ BID PRICE IN WORDS:**

**Lot 1:** \_\_\_\_\_

XXX

For PB No. 18-267-3

XXX

*Page 76, Bid Form*

Lot No.	Qty/Unit	Items/Description	Unit Price	Total <del>Lot</del> Bid Price
1	42,836 packs	FOLDER WITH TAB, A4		

**TOTAL ~~LOT~~ BID PRICE IN WORDS:**

**Lot 1:** \_\_\_\_\_

**XXX**

The Chairperson reminded the prospective bidders to provide accurate information on the Omnibus Sworn Statement. This is because notices to be transmitted are all deemed received. Mr. De Castro requested to the BAC that as much as possible, kindly avoid sending any notices or emails on the latter time of Friday. Mr. Chairperson answered that the said request will be considered.

The Vice-Chairperson also reminded the prospective bidders to use the prescribed forms indicated on the Bidding Documents.




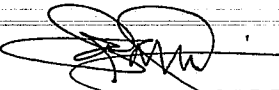
**III. TIMELINE**

POSTING IN PHILGEPS	31 August 2018
PREBID CONFERENCE	07 September 2018 ; 02:00 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	14 September 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	21 September 21 2018 ; 10:00 AM for PB No. 18-266-3 21 September 21 2018 ; 11:00 AM for PB No. 18-267-3

**II. OTHER DISCUSSIONS**

OTHER MATTERS	No further discussion.
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>03:10 PM</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>07 September 2018.</b>

<p><b>PREPARED BY</b></p>	<p>Procurement Division 3:</p> <p style="text-align: center;">   <b>ERICA SANTOS</b>          Secretariat       </p>
<p><b>CERTIFIED CORRECT</b></p>	<p>Bids and Awards Committee III:</p> <p style="text-align: center;"><u>On Official Business</u></p> <p style="text-align: center;"><b>OMAR BERNAL</b> AdHoc Representative</p> <p style="text-align: center;"><u>On Official Business</u></p> <p style="text-align: center;"><b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> <p style="text-align: center;">   <b>RICHARD GARCIA</b>          Provisional Member/PMOIC       </p> <p style="text-align: center;">   <b>MARC HORDEJAN</b>          Vice-Chairperson       </p>
	<p style="text-align: center;">   <b>ENGR. EDWARD SADDI</b>          Chairperson       </p>

*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.*