



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



## MINUTES OF MEETING

12 September 2018	1:30 PM	CONFERENCE ROOM B
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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>	<b>Supply and Delivery of Toilet Tissue, 2Ply (100% Recycled) for Procurement Service (PS)</b>
<b>REFERENCE NO.</b>	<b>PB No. 18-271-3</b>
<b>ATTENDEES</b>	<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>Fortunato Cortez, Jr.                      Secretariat</p> <p><b>Bidders</b></p> <p>Marites De Guzman                      Eco-Hygiene Inst. Sales          Maribel Dacong                          Eco-Hygiene Inst. Sales          Jocelyn Bilgera                          Eco-Hygiene Inst. Sales</p>
<b>CALL TO ORDER</b>	<p>The scheduled <b>Pre-bid Conference</b> started at <b>1:30 PM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. 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>

**I. BID DOCUMENTS**

**INSTRUCTIONS TO BIDDERS**

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

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**BID DATA SHEET**

29.2

No licenses and permits required.

For purposes of Post-qualification, the following document(s) are required to be submitted within five (5) calendar days from receipt of notice from the BAC:




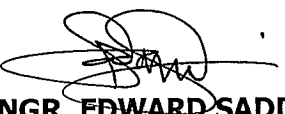


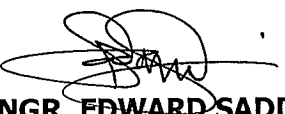


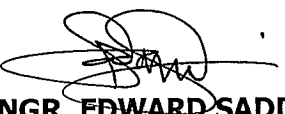
1. \*Income Tax Returns for year **2017** (BIR Form 1701 or 1702).
2. \*Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last **six (6) months** before the deadline of Opening of Bids.
3. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.

		<ol style="list-style-type: none"> <li>4. Submission of evidence<sup>1</sup> as proof of compliance with the bidder's actual offer, if applicable.</li> <li>5. Updated PhilGEPS Certificate of Registration (Platinum Membership), in the event that the PhilGEPS Certificate and the annexes submitted during Opening of Bids is not updated.</li> <li>6. Certification that Toilet Tissue is manufactured and packed under hygienic conditions issued by the manufacturer.</li> <li>7. Certification schemes on the origin of raw materials, or evidence of recycled materials.</li> <li>8. <del>Technical data sheet/dossier from the manufacturer</del> <u>Eco label Certification.</u></li> <li>9. <u>ECF Certification issued by the manufacturer.</u></li> <li>10. <u>Technical data sheet/dossier from the manufacturer.</u></li> </ol> <p><b><i>*The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</i></b></p> <p><b>Bidders with overdue deliveries as of the date of opening of bids are not allowed to participate in the bidding for same items.</b></p> <p><i>N.B. Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.</i></p>
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<sup>1</sup>In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "comply" must be supported by evidence in a bidder's bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.

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.			
SCHEDULE OF REQUIREMENTS	<p>Page 69</p> <p>xxx</p>			
	Lot No.	ITEM/DESCRIPTION	REQUIREMENTS	TESTING CENTER & TESTING FEE
	1	<b>TOILET TISSUE PAPER 2 ply (100% Recycled), 150 pulls per roll, 12 rolls in a pack, 8 packs in a box, conforms with Section VII. Technical Specifications required under this Bidding Documents</b>	<p>Two (2) packs – Toilet Tissue Paper</p> <p>Two (2) pieces – carton box used for packaging with labeling requirements</p>	<p>In-house Testing and Forest Product Research and Development Institute (FPRDI)</p> <p><b><u>P12,485.00</u></b></p>
TECHNICAL SPECIFICATIONS	There were no amendments/revisions made and further instructions from the BAC under this section.			
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.			
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.			

III. TIMELINE	
POSTING IN PHILGEPS	05 September 2018
PREBID CONFERENCE	12 September 2018 ; 1:30 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	15 September 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	26 September 2018 ; 1:30 PM
II. OTHER DISCUSSIONS	
OTHER MATTERS	1. Ms. Bilgera asked if the No Contact Rule will affect their on-going contract with PS. The Chairperson clarified that it will not affect the said matter. No Contact Rule starts from Bid Opening up to Signing of Contract only.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>2:30 PM.</b>						
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>12 September 2018.</b>						
PREPARED BY	Procurement Division 3:  <b>FORTUNATO CORTEZ, JR.</b> Secretary						
CERTIFIED CORRECT	Bids and Awards Committee III:  <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><b>OMAR BERNAL</b> AdHoc Representative</td> <td style="text-align: center;"> <b>RICHARD GARCIA</b> Provisional Member/PMOIC</td> </tr> <tr> <td style="text-align: center;"><b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</td> <td style="text-align: center;"> <b>MARC HORDEJAN</b> Vice-Chairperson</td> </tr> <tr> <td style="text-align: center;"> <b>ENGR. EDWARD SADDI</b> Chairperson</td> <td></td> </tr> </table>	<b>OMAR BERNAL</b> AdHoc Representative	 <b>RICHARD GARCIA</b> Provisional Member/PMOIC	<b>ATTY. DIVINA GRACIA BACAL</b> Regular Member	 <b>MARC HORDEJAN</b> Vice-Chairperson	 <b>ENGR. EDWARD SADDI</b> Chairperson	
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 <b>ENGR. EDWARD SADDI</b> Chairperson							

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.