



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



MINUTES OF MEETING

September 19, 2018	1:00 PM	Meeting Room 1
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																										
TYPE OF MEETING	Pre-bid Conference																										
PROJECT	Supply and Delivery of Paper Clip, 33mm and 50mm, Thermal Paper, Optical Mouse and Ruled Pad for the Procurement Service																										
REFERENCE NO.	PB No. 18-274-5; PB No. 18-275-5; PB No. 18-276-5; PB No. 18-277-18; and PB No. 18-279-5																										
ATTENDEES	<p>Bids and Awards Committee V</p> <table border="0"> <tr> <td>Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice-chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table border="0"> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table border="0"> <tr> <td>Mr. Paul de Castro</td> <td>Advance Paper Corp.</td> </tr> <tr> <td>Ms. Annabelle R. Libunao</td> <td>Center Point Sales & Trading</td> </tr> <tr> <td>Ms. Chrsitine Ombao</td> <td>VSP</td> </tr> <tr> <td>Ms. Abiegail Canonigo</td> <td>VSP</td> </tr> <tr> <td>Mr. Benido Viler</td> <td>VSP</td> </tr> <tr> <td>Ms. Joahanna Lim</td> <td>Multizero</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice-chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Ms. Jessica G. Gapuz	Member	Engr. Nicole John D. Cabueños	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Paul de Castro	Advance Paper Corp.	Ms. Annabelle R. Libunao	Center Point Sales & Trading	Ms. Chrsitine Ombao	VSP	Ms. Abiegail Canonigo	VSP	Mr. Benido Viler	VSP	Ms. Joahanna Lim	Multizero
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CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 1:06 PM. The Chairperson acknowledged the presence of attendees. Engr. Cabueños presented the Invitation to Observers; however, only the representative from the Commission on Audit attended. Having established the required quorum, the Chairperson mentioned that 																										


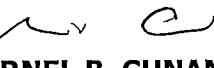


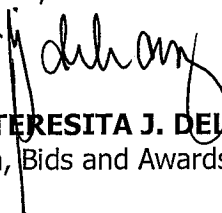
	five (5) public bidding projects, each having its own bidding documents, will be discussed. Upon the instructions of the Chairperson, Engr. Cabueños proceeded with the presentation of general requirements in government procurement.
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DISCUSSION

HIGHLIGHTS OF ACTIVITY	
BID DOCUMENTS	
INVITATION TO BID	The Chairperson stressed that the five projects have the same timeline, i.e. the same date of deadline of submission and opening of bids etc.
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>PB 18-279-5, BDS Clause 5.4</p> <p>XXX</p> <p>5.4 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%) of the ABC. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <p>XXX</p> <p>One of the prospective bidders asked if a contract involving desktop computers will suffice for the above requirement.</p> <p>Engr. Cabueños answered in the affirmative.</p>
GENERAL CONDITIONS OF CONTRACT	<p>GCC Clause 10.1</p> <p>XXX</p> <p>10.1 Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. One percent (1%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 17.</p> <p>XXX</p>

	<p>One of the prospective bidders inquired on the terms of payment.</p> <p>The Chairperson answered that for every tranche of delivery, the supplier will be paid the corresponding amount provided a request for payment has been made and the supplier has complied with the documentary requirements, provided further that a Certificate of Acceptance has been issued by the Procurement Service (PS).</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1(k)</p> <p>The Project Sites are:</p> <p><i>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</i></p> <p>Contact persons:</p> <p>Mr. Ariel R. Cunanan Chief-Warehousing and Logistics Division arcunanan@ps-philgeps.gov.ph 689-7750 loc 4016/563-9397</p> <p>Mr. Tarca informed that the winning bidder shall provide their capacity for direct delivery to Pampanga.</p> <p>In turn, the representatives from Multi-Zero and Advance Paper requested maximizing the quantities in direct deliveries.</p> <p>Ms. Gapuz said that the Sales and Marketing and Warehouse Division shall require a reasonable number of quantity for direct delivery.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>PB 18-274-5</p> <p>The representative from Multi-Zero Diversified Marketing expressed that the delivery of 186,050 boxes of Paper Clip, 33mm in the stretch of four (4) months is highly impractical.</p> <p>The Chairperson said that the delivery of the items is divided into four (4) tranches instead of the usual six (6) tranches because the BAC wants a buffer stock of the items.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>NO QUESTIONS FROM PROSPECTIVE BIDDERS</p>

BID FORMS	The Chairperson emphasized the compliance with Section 12, Rule II of the 2004 Rules on Notarial Practice as amended for documents that need to be notarized, which impliedly prohibits the use of Community Tax Certificate as a competent evidence of identity of the Affiant.
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OTHER MATTERS	The Chairperson emphasized the "No Contact Rule".
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on September 19, 2018.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	 MR. ARNEL B. CUNANAN PMOIC, Bids and Awards Committee V  MR. BOYCIE F. TARCA AD-HOC, MEMBER  MR. JACK G. MERCADO Vice-Chairperson, Bids and Awards Committee V  MS. TERESITA J. DELA CRUZ Chairperson, Bids and Awards Committee V