



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



MINUTES OF MEETING

Wednesday, September 19, 2018

1:00 PM

BAC CONFERENCE


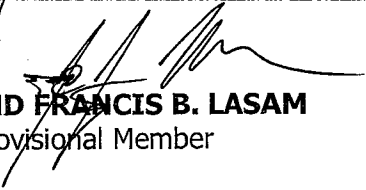


MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of Philippine National Flag for the Procurement Service (PS)
REFERENCE NO.	PB 18-287-9
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE</p> <p>Ms. Dalisay Conrina P. Dela Chica Chairperson Ms. Leah M. Valdez Vice Chairperson Mr. Raymund Francis B. Lasam Provisional Member Ms. Catherine Ann D. Mirabel Ad Hoc Member</p> <p>Procurement Division IX</p> <p>Mr. Karlou M. Borja</p> <p>Bidder(s)</p> <p>Ms. Carmelita Tan Gatue Atlas Super Flags Mr. Gregory Tan Gatue Atlas Super Flags Ms. Jamie Mercado SPH INT'L Corp. Ms. Mean Airocel Isidro Centerpoint Sales & Trading Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 1:00 PM with the Chairperson presiding. 2. The presence of the attendees was acknowledged. 3. The project was presented after the required quorum has been established.

DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> The general requirements for government procurement of goods were presented. During the discussion, the following topics were tackled: the purpose of the Pre bid Conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions and the BAC IX contact details, among others.

II. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BID DATA SHEET	Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551) within the last six months. February, 2018 to July, 2018.
GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SPECIAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SCHEDULE OF REQUIREMENTS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TECHNICAL SPECIFICATIONS	<p>Section VII: Technical Specification Page 72-2</p> <p>Product Specification</p> <ul style="list-style-type: none"> With Certificate of Accreditation from National Historical Commission of the Philippines

	<ul style="list-style-type: none"> ➤ The name of the company which will be participating should be accredited by the National Historical Commission of the Philippines ➤ The brand/Manufacturer's name/ trademark must be sewn on the canvass trimming of the flag. <p>Evidence and Verification</p> <ul style="list-style-type: none"> - One (1) Box shall be submitted to the BAC during opening of Bids for verification of the product specifications ➤ <u>Ten (10) pieces per bundle/tied/wrapped, individually wrapped in a plastic per piece</u> shall be submitted to the BAC during opening of Bids for verification of the product specifications <p>Packaging: Individually wrapped in plastic Ten (10) pieces per Box Individually wrapped in plastic, Ten (10) pieces per <u>bundle/tied/wrapped</u>. Packaging per box: Manufacturer's Standard. Compliance during delivery.</p> <p>Shall conform with the Consumer Act of the Phil. (RA 7394)</p> <ul style="list-style-type: none"> ➤ To include minimum labeling requirement specifically the name and address of the supplier
TERMS OF REFERENCE	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
III. OTHER DISCUSSIONS	
OTHER MATTERS	THERE WERE NO DISCUSSIONS/AMENDMENTS MADE; AND NO FURTHER INSTRUCTIONS WERE MADE BY THE BAC.
ATTACHMENTS	"NONE"

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:05 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, September 19, 2018.
CERTIFIED CORRECT	<p>By the Bids and Awards Committee IX:</p> <p style="text-align: center;"> CATHERINE ANN D. MIRABEL Ad Hoc Member</p> <p style="text-align: center;"> RAYMUND FRANCIS B. LASAM Provisional Member</p> <p style="text-align: center;">ATTY. MICHELLE ANNE B. RECTO, LL. M. Regular Member</p> <p style="text-align: center;"> MS. LEAH M. VALDEZ Vice Chairperson</p> <p style="text-align: center;"> MS. DALISAY CONRINA P. DELA CHICA Chairperson</p>