

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



## MINUTES OF MEETING

REFERENCE NO.  PB 18-290-1  BIDS AND AWARDS COMMITTEE 1  Engr. Rosana D. Yambao Chairperson Mr. Paul Jasper V. De Guzman Vice-Chairperson Dir. Ferdinand P. Flores Ad-Hoc Representative Mr. Rodelio D. Mendez Jr. Provisional Member  PROCUREMENT DIVISION 1  ATTENDEES Ms. Maybelline N. Galang Ms. Ray-ann V. Sorilla  Bidder(s): Ms. Catherine Santos Legacy Unlimited Ms. Maeah Isidro Center Point Sales & Trading Inc. Ms. Nea Camargo Anjene Industries Mr. Renato Hernandez Anjene Industries Mr. Sachin M. Unique Corporation Mr. Meeran H. Unique Corporation  1. The scheduled Prebid Conference started at 2:00 PM with the Chairperson presiding.  CALL TO ORDER 2. The Chairperson acknowledged the presence of the attendees.	Monday, October 1,	2018 2:00 PM	CONFERENCE ROOM A	
Supply and Delivery of 340 sets — Complete Tableware for Recipients for Department of Foreign Affairs  REFERENCE NO.  PB 18-290-1  BIDS AND AWARDS COMMITTEE 1  Engr. Rosana D. Yambao Chairperson Mr. Paul Jasper V. De Guzman Vice-Chairperson Dir. Ferdinand P. Flores Ad-Hoc Representative Mr. Rodelio D. Mendez Jr. Provisional Member  PROCUREMENT DIVISION 1  ATTENDEES Ms. Maybelline N. Galang Ms. Ray-ann V. Sorilla  Bidder(s): Ms. Catherine Santos Legacy Unlimited Center Point Sales & Trading Inc. Ms. Nea Camargo Anjene Industries Mr. Renato Hernandez Anjene Industries Mr. Sachin M. Unique Corporation Mr. Meeran H. Unique Corporation  1. The scheduled Prebid Conference started at 2:00 PM with the Chairperson presiding.  CALL TO ORDER 2. The Chairperson acknowledged the presence of the attendees.  3. Having established the required quorum, the PMO-In-charge proceeded with	MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I		
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	CALL TO ORDER	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** 

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PREBID CONFERENCE
Public Bidding No. 18-290-1

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
Occupied and a visit and a vis	Section III BDS Clause 29.2 Page 45
	XXX
	2. Value Added Tax Returns (Form 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months.
BID DATA SHEET	Discrepancy between the required months for the VAT returns shown thru Powerpoint presentation is only Two (2) months against what is written in the Bid Docs.
	The BAC Chairperson stated that the VAT returns for the last six months will prevail.
	xxx
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
STATE AND COLOR OF THE COLOR OF	Section VI
	Page 73 Submission of Prototype Sample
	XXX
SCHEDULE OF REQUIREMENTS	Lowest Calculated Bidder shall submit the following prototyped sample to the Procurement Division 1 (PD1) Bids and Awards Committee 1 (BAC 1) witihin a non-extendible period of five (5) fourteen (14) calendar days from receipt of Notice of Submission from PD1 for evaluation purposes.
	The BAC clarified the days for the submission of prototyped samples and will be reflected on a Bid Bulletin to be issued for the project.
2 of 4   P a s e	Samples to be passed will be the same specifications as specified in the      PREBID CONFERENCE  PREBID CONFERENCE  **THE CONFERENCE***  **THE CONFERENCE**  **THE CONFERENCE**

	Terms of Reference.
TECHNICAL SPECIFICATIONS	NO DISCUSSION
AND THE REAL PROPERTY AND THE PROPERTY A	Attached Terms of Reference V. Additional Requirements
	XXX
	1. Coat-of-Arms Measurement
	<ul> <li>Measurement for the Coat-of-Arms design presented is for the horizontal length only.</li> </ul>
	Complete measurement for the Coat-of-Arms design will be issued through Bid Bulletin.
TERMS OF REFERENCE	A representative from the Unique Corporation seek clarification with regards to the color of the coat of arms logo.
	The Ad-Hoc Representative of DFA clarified that the design should be in all gold.
	XXX
	1.3 Sample for each piece of the tableware to be submitted to the BAC and the DFA within two (2) weeks after determination of LCB. The samples composed of twenty one (21) five (5) items in total shall be permanently kept by the Department.
BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIO	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3: 55 PM
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Monday, October 1, 2018.

PREPARED BY	Procurement Division I:  MS. MAYBELLINE N. GALANG Secretariat
	MR. RODELIO D. MENDEZ JR. PMO-in-Charge
CERTIFIED CORRECT	MR. PAUL JASPER V. DE GUZMAN  Vice Chairperson
	Rayambao ENGR. ROSANA D. YAMBAO Chairperson