



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



MINUTES OF MEETING

Monday, September 24, 2018	10:00 AM	Executive Lounge
----------------------------	----------	------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF VARIOUS FOOD ITEMS FOR THE DEPARTMENT OF FINANCE (DOF)	
REFERENCE NO.	PB 18-294-10	
ATTENDEES	BIDS AND AWARDS COMMITTEE X Webster M. Laureñana Vice-Chairperson Rina Maureen M. Maurera Provisional Member Dir. Lilia R. Tan Alternate, Ad Hoc Representative, DOF PROCUREMENT DIVISION X Engr. Chamel Fiji C. Melo TWG Barby Ann M. Villamor Secretariat END-USER's TWG Melquiades Castillo DOF Liceria A. Te DOF BIDDER/S Elvies Silades Metro Gaisano Roldan Algonahota Metro Gaisano	
CALL OF ORDER	<ul style="list-style-type: none">• The scheduled Pre-Bid Conference started at 10:30 AM with the Vice-Chairperson presiding.• The Vice-Chairperson acknowledged the presence of the attendees.• Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.	

HIGHLIGHTS OF ACTIVITY

- Having established the required quorum, the Secretariat proceeded with abovementioned activity.

- The Vice-Chairperson explained to the bidder that the pre-bid conference consist of two (2) presentation, first part of which will be the discussion of the eligibility and technical documents that will be submitted during the opening of bids, while the second part will be the discussion of the delivery schedule and technical specifications.
- The Vice-Chairperson also asked the bidder if they are already familiar with the eligibility and technical documents so as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. The bidder agreed with it.
- As instructed by the Vice-Chairperson the Secretariat proceeded with the discussion of the following:
 - a. Bid Data Sheet Clause 5.4;
 - b. Bid Data Sheet Clause 12.1 (a)(i);
 - c. Bid Data Sheet Clause 18.1 and
 - d. Bid Data Sheet Clause 29.2
- Without any clarification from the bidder the Secretariat proceeded with the discussion of the Section VI. Schedule of Requirements.
- The prospective bidder has requested for additional two weeks for the delivery period, from thirty (30) calendar days after the issuance of the Notice to Proceed.

Response: The End-user has denied the request of the bidder and to retain the original delivery period.
- Without any clarification from the bidder the Secretariat proceeded with the discussion of the Section VII. Technical Specifications.
- Lastly, the BAC Secretariat proceeded with Section VIII. Bidding Forms with following annexes:
 - a. Bid Form "Annex A"
 - b. Omnibus Sworn Statement "Annex B"
 - c. Statement of Single Largest Completed Contract Similar to the Contract to be bid "Annex C"
 - d. Statement of (i) Ongoing Contracts and (ii) Awarded but not yet Started Contracts " Annex C-1"

OTHER MATTERS	<ul style="list-style-type: none"> The BAC reminded the bidder regarding the timeline of the project: <table border="1" data-bbox="571 398 1434 636"> <tr> <td data-bbox="571 398 979 501">Last day of Submission of Written Clarification</td> <td data-bbox="979 398 1434 501">27 September 2018</td> </tr> <tr> <td data-bbox="571 501 979 568">Last day of Issuance of Bid Bulletin</td> <td data-bbox="979 501 1434 568">01 October 2018</td> </tr> <tr> <td data-bbox="571 568 979 636">Submission and Opening of Bids</td> <td data-bbox="979 568 1434 636">08 October 2018 ; 01:30 P.M.</td> </tr> </table> 	Last day of Submission of Written Clarification	27 September 2018	Last day of Issuance of Bid Bulletin	01 October 2018	Submission and Opening of Bids	08 October 2018 ; 01:30 P.M.				
Last day of Submission of Written Clarification	27 September 2018										
Last day of Issuance of Bid Bulletin	01 October 2018										
Submission and Opening of Bids	08 October 2018 ; 01:30 P.M.										
ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 10:59 AM. 										
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Monday, September 24, 2018. 										
PREPARED BY	(SGD) BARBY ANN M. VILLAMOR Secretariat										
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) DIR. LILIA R. TAN Alternate Ad Hoc Member,DOF </td> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) RINA MAUREEN M. MAURERA Provisional Member </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <i>(NOT PRESENT)</i> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> (SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member </td> <td style="text-align: center; vertical-align: top;"> (SGD) WEBSTER M. LAUREÑANA Vice-Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <i>(NOT PRESENT)</i> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> (SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson </td> </tr> </table>	(SGD) DIR. LILIA R. TAN Alternate Ad Hoc Member,DOF	(SGD) RINA MAUREEN M. MAURERA Provisional Member	<i>(NOT PRESENT)</i>		(SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member	(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson	<i>(NOT PRESENT)</i>		(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson	
(SGD) DIR. LILIA R. TAN Alternate Ad Hoc Member,DOF	(SGD) RINA MAUREEN M. MAURERA Provisional Member										
<i>(NOT PRESENT)</i>											
(SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member	(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson										
<i>(NOT PRESENT)</i>											
(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson											