



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



MINUTES OF MEETING

Tuesday, November 6, 2018

11:00 AM

EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Procurement of Air Conditioning Units for the Professional Regulation Commission (PRC)	
REFERENCE NO.	PB 18-309-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Mr. Jayson C. Erquiza Mr. Aldrich G. Lunag	Chairperson Provisional Member PMO-in-Charge Ad Hoc Representative
	Procurement Division X Ms. Maricel R. Vergel de Dios Engr. Chamel Fiji C. Melo	Secretariat TWG Member
	End-User Agency Mr. Gerson T. Empaynado	PRC
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Prebid Conference started at 11:00 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements. 	



DISCUSSION

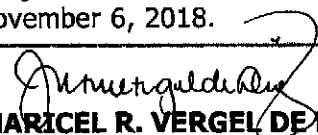

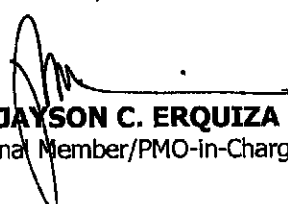


I. DOCUMENTATIONS

<p>DOCUMENTATIONS</p>	<ul style="list-style-type: none"> The BAC Secretariat proceeded to the timeline of the project: <table border="1" data-bbox="539 465 1393 864"> <tr> <td>Advertisement/Posting of Invitation to Bid</td> <td>October 30, 2018</td> </tr> <tr> <td>Issuance and Availability of Bid Documents</td> <td>October 30, 2018</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>November 06, 2018, 11:00 AM</td> </tr> <tr> <td>Last day of Submission of Written Clarification</td> <td>November 09, 2018</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>November 13, 2018</td> </tr> <tr> <td>Deadline for Submission of Bids</td> <td>November 20, 10:00 AM</td> </tr> <tr> <td>Opening of Bids</td> <td>Immediately after the Deadline of Submission of Bids</td> </tr> </table>	Advertisement/Posting of Invitation to Bid	October 30, 2018	Issuance and Availability of Bid Documents	October 30, 2018	Pre-Bid Conference	November 06, 2018, 11:00 AM	Last day of Submission of Written Clarification	November 09, 2018	Last day of Issuance of Bid Bulletin	November 13, 2018	Deadline for Submission of Bids	November 20, 10:00 AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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<p>INSTRUCTION TO BIDDERS</p>	<p>"NO DISCUSSION"</p>														
<p>BID DATA SHEET</p>	<p>SECTION III ITB Clause 29.2 Page 42-43</p> <ul style="list-style-type: none"> The TWG Member asked the End-User if they have any additional requirement under ITB Clause 29.2. <i>The End-User answered that they have no additional requirement needed.</i> 														
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>"NO DISCUSSION"</p>														
<p>SPECIAL CONDITIONS OF CONTRACT</p>	<p>"NO DISCUSSION"</p>														
<p>SCHEDULE OF REQUIREMENTS</p>	<p>"NO DISCUSSION"</p>														
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII Page 70-71</p> <ul style="list-style-type: none"> The TWG Member discussed the Technical Specifications. He asked the End-User if such specifications will do. <i>The End-User agreed to all the required specifications given.</i> 														



BIDDING FORMS	<ul style="list-style-type: none"> The TWG Member presented the Bid Forms to the End-User. The Vice-Chairperson suggested to have another column for Price per item in the Bid Form, but the PMO-in-Charge explained that there is no need to add another column since the ABC is for one (1) lot only and not per item.
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II. OTHER DISCUSSIONS

OTHER MATTERS	<ul style="list-style-type: none"> Having the absence of the bidder for the said project, there is no discussion on other parts of the bid documents.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11 : 45 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Tuesday, November 6, 2018.
PREPARED BY	 MS. MARICEL R. VERGEL DE DIOS Secretariat
CERTIFIED CORRECT	 MR. ALDRICH G. LUNAG Ad Hoc Representative  MR. JAYSON C. ERQUIZA Provisional Member/PMO-in-Charge <i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member  MR. WEBSTER M. LAURENANA Vice-Chairperson  ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X