



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



## MINUTES OF MEETING

Wednesday, October 10, 2018 1:30 PM CONFERENCE ROOM A

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE IX</b>
TYPE OF MEETING	<b>Prebid Conference</b>
PROJECT	<b>Supply and Delivery of Pencil, lead/graphite for the Procurement Service (PS)</b>
REFERENCE NO.	PB18-324-9
ATTENDEES	<p><b>Bids and Awards Committee IX</b></p> <p>Ms. Dalisay Conrina P. Dela Chica                      Chairperson          Mr. Vincent Joseph D. Disu                              Regular Member          Ms. Catherine Ann D. Mirabel                          Ad Hoc Member</p> <p><b>Procurement Division IX</b></p> <p>Mr. Rojim RJ C. Espere                                      Secretariat          Mr. James F. Gabilo    Member</p> <p><b>Procurement Division IX</b></p> <p>Ms. Rejean Barredo    DVK Philippines          Ms. Maeah Airocel Isidro                                  Center Point Sales Trading Inc.          Mr. Paul De Castro    Advance Paper</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>2:35 PM</b> with the Chairperson presiding.</li> <li>2. The PMO-in-Charge acknowledged the presence of the attendees.</li> <li>3. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity.</li> </ol>

*VSM*

4. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the project.

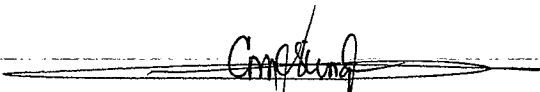
## DISCUSSION

### I. BID DOCUMENTS

DOCUMENTATIONS	<ul style="list-style-type: none"> <li>• The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion, the following topics were tackled: the purpose of Pre-bid Conference, who can participate, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others.</li> </ul>
INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> <li>• There were no amendments/clarifications made by the BAC.</li> </ul>
BID DATA SHEET	<ul style="list-style-type: none"> <li>• There were no amendments/clarifications made by the BAC.</li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> <li>• No discussion.</li> </ul>
SPECIFICATIONS	<ul style="list-style-type: none"> <li>• The PMO-In-Charge reiterated to the prospective bidders that the submission of samples should be Three (3) boxes.</li> <li>• The PMO-In-Charge informed the prospective bidders that the testing of samples will be conducted by the third party testing center.</li> </ul>
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> <li>• There were no amendments/clarifications made by the BAC.</li> </ul>
BIDDING FORMS	<ul style="list-style-type: none"> <li>• There were no amendments/clarifications made by the BAC.</li> </ul>

### II. OTHER DISCUSSIONS

OTHER MATTERS	<ul style="list-style-type: none"> <li>• A prospective bidder requested to the committee to increase the ABC.</li> <li>• The prospective bidder informed the committee that the price used was last year and the rate of the dollars before is not high compared to what is rate in the market today.</li> </ul>
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ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>3:10 PM</b>
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Wednesday, October 10, 2018.
PREPARED BY	<p>The Procurement Division IX,</p> <p style="text-align: center;">  <b>MR. VINCENT JOSEPH D. DISU</b>  PMO-In-Charge</p>
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX,</p> <p style="text-align: center;"><b>SGD.</b>  <b>MS. CATHERINE ANN D. MIRABEL</b>  Ad Hoc Member</p> <p style="text-align: center;">On Leave  <b>ATTY. MICHELLE ANN B. RECTO</b>  Regular Member</p> <p style="text-align: center;">On Leave  <b>MS. LEAH M. VALDEZ</b>  Vice Chairperson</p> <p style="text-align: center;"><b>SGD.</b>  <b>MS. DALISAY CONRINA P. DELA CHICA</b>  Chairperson</p>