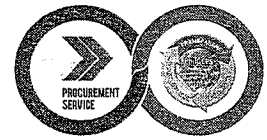




Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



PS DBM Compound, RR Road, Cristobal St., Paco, Manila  
 Tel. No. 689-7750

## MINUTES OF MEETING

Friday, October 5, 2018 1:30 PM CONFERENCE ROOM B

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE VII</b>
<b>TYPE OF MEETING</b>	<b>PREBID CONFERENCE</b>
<b>PROJECT</b>	<b>Supply and Delivery of Virtual Dissection Table for the University of the Philippines Manila (UPM)</b>
<b>REFERENCE NO.</b>	<b>PUBLIC BIDDING NO. 18-326-7</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VII</b></p> <p>Ms. Rosalinda V. Dapito Chairperson          Mr. Vic Anthony A. Tubon Vice Chairperson          Atty. Divina Gracia A. Bacal Regular Member          Ms. Ma. Jennifer R. Jimenez Provisional Member          Ms. Miladilla Santiago AdHoc Member</p> <p><b>Procurement Division VII</b></p> <p>Ms. Kaila M. Jaronay Secretariat          Engr. Ian T. Fajarito Member</p> <p><b>End-user's Representative:</b></p> <p>Mr. Filedito Tandinco UP SHS</p> <p><b>Bidder:</b></p> <p>Mr. Donald G. Serafin SciGate Technology Corp.          Ms. Adel C. Mercado SciGate Technology Corp.</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>2:00 PM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the five (5) members of the BAC, the required quorum has been established.</li> <li>3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers.</li> <li>4. The Secretariat presented the general requirements for government procurement.</li> </ol>

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## DISCUSSIONS

I. BID DOCUMENTS	
<b>INSTRUCTIONS TO BIDDERS</b>	SECTION II There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>BID DATA SHEET</b>	SECTION III There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	SECTION IV There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>SPECIAL CONDITIONS OF CONTRACT</b>	SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>SCHEDULE OF REQUIREMENT</b>	SECTION VI There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>TECHNICAL SPECIFICATIONS</b>	Section VII Page 70  X X X AGENCY SPECIFICATIONS X X X Complete with power cables, microphone and headphone X X X  ➤ The prospective bidder inquired on the purpose of the inclusion of "microphone" in the technical specifications and further clarified whether this will be connected to the unit.  - <i>The End user responded that it will be for lecture purposes.</i>
	Training  ➤ The proponent asked on where the required training has to be conducted.  - <i>The Chairperson replied that trainings shall be conducted locally.</i>
<b>BID FORMS</b>	Section VIII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

**III. OTHER MATTERS**

**OTHER MATTERS**

1. The following points were also emphasized:
  - Authority of Signatory
    - All signatures must be the authorized representative which was reflected in the Authority of Signatory.
  - For the required Competent Evidence of Identity
    - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.
  - No. 10<sup>th</sup> statement under the Omnibus Sworn Statement
    - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.
    - Late submission of documents required for the LCB will be a ground for Post Disqualification.
2. The Vice Chairperson recommended that bidders be requested to present a demonstration of its actual unit offered during the conduct of Post Qualification.
3. Amendments and clarifications, if any, will be issued through a Supplemental/ Bid Bulletin.
4. The PMOIC presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications shall be on October 9, 2018.

**ATTACHMENTS**

None

**ADJOURNMENT**

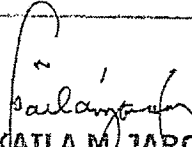
Having no other matters for discussion, the meeting was adjourned at **2:30 PM.**

CERTIFICATION

We certify that the foregoing is true account of Prebid Conference conducted on October 5, 2018.

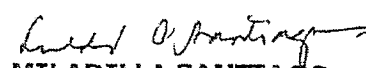
PREPARED BY

Procurement Division VII

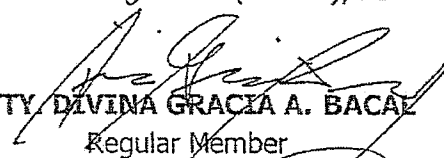
  
MS. KAILA M. JARONAY  
Secretariat

CERTIFIED CORRECT

Bids and Awards Committee VII (BAC VII)

  
MS. MILADILLA SANTIAGO  
AdHoc Member to the BAC, UPM



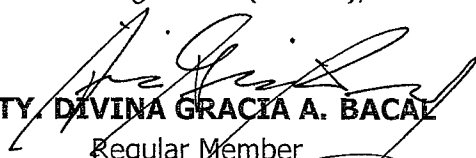
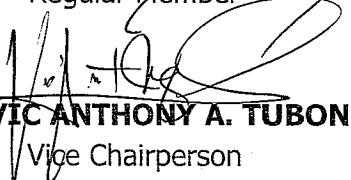

  
MS. MA. JENNIFER R. JIMENEZ  
Provisional Member (PMOIC), PS

  
ATTY. DIVINA GRACIA A. BACAL  
Regular Member

  
MR. VIC ANTHONY A. TUBON  
Vice Chairperson

MS. ROSALINDA V. DAPITO  
Chairperson


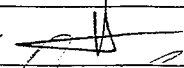
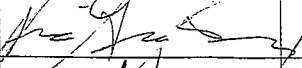

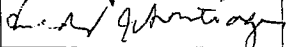
Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ - denotes deletion; (b) Underline - denotes inclusion or new item/requirement; and "xxx" - denotes separation of phrase/s being amended from the rest of the main text.

<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on October 5, 2018.
<b>PREPARED BY</b>	<b>Procurement Division VII</b>  <b>MS. KAILA M. JARONAY</b> Secretariat
<b>CERTIFIED CORRECT</b>	<b>Bids and Awards Committee VII (BAC VII)</b>  <b>MS. MILADILLA SANTIAGO</b> AdHoc Member to the BAC, UPM   <b>MS. MA. JENNIFER R. JIMENEZ</b> Provisional Member (PMOIC), PS   <b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member   <b>MR. VIC ANTHONY A. TUBON</b> Vice Chairperson   <b>MS. ROSALINDA V. DAPITO</b> Chairperson

*Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*

**ATTENDANCE FOR BAC VII BIDDING ACTIVITIES  
DATE: OCTOBER 5, 2018**

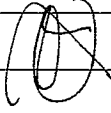
**BIDS AND AWARDS COMMITTEE VII:**


NAME	DESIGNATION	SIGNATURE	Time In <sup>1</sup>	Time out <sup>2</sup>
Ms. Rosalinda V. Dapito	Chairperson		1:17	
Mr. Vic Anthony A. Tubon	Vice Chairperson			
Atty. Divina Gracia Bacal	Regular Member			
Ms. Ma. Jennifer R. Jimenez	Provisional Member			
Ms. Miladilla Santiago	AdHOC Member			

**DIVISION CHIEFS:**

NAME	DIVISION	SIGNATURE

**PROCUREMENT DIVISION VII:**

NAME	SIGNATURE
IAN FATARITO	

TIME	ACTIVITY	REF NO	TITLE	Agency	Secretariat	TWG
1:00 PM	Prebid Conference	PB NO 18-326-7	Supply and Delivery of Virtual Dissection Table for the University of the Philippines Manila (UPM).	UPM		
					Time In:	Time In:

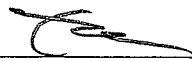
<sup>1</sup> to be filled out by the BSD

<sup>2</sup> to be filled out by the BSD

**OBSERVERS:**

NAME	OFFICE	SIGNATURE
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**END USER'S REPRESENTATIVES**

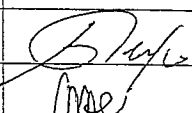
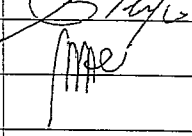
NAME	OFFICE	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
1. FILEDITO TANDINCO	UP-SHS	fdtandinc@up.edu.ph	0917811150	
2.				
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**OTHER ATTENDEES:**

NAME	DIVISION	SIGNATURE

1:00 PM	Prebid Conference	PB NO 18-326-7	Supply and Delivery of Virtual Dissection Table for the University of the Philippines Manila (UPM)	UPM
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**BIDDERS:**

NAME	COMPANY	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
1. Mr. Donald G. Serafin	Scigate Technology Corp	dgs Serafin@scigate.com.ph	09778698269	
2. Ms. Adel C. Mercado	Scigate Technology Corp	ac Mercado@scigate.com.ph	09778778269	
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