



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



MINUTES OF MEETING

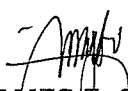
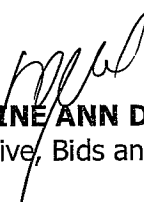

Wednesday, October 10, 2018	2:30 PM	OTHERS
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of Writing Instrument for the Procurement Service
REFERENCE NO.	PB No. 18-329-9
ATTENDEES	<p>Bids and Awards Committee IX</p> <p>Ms. Dalisay Conrina P. Dela Chica Chairperson Mr. James F. Gabilo Provisional Member Ms. Catherine Ann D. Mirabel Provisional Member</p> <p>Procurement Division IX</p> <p>Mr. Vincent Joseph D. Disu Secretariat</p> <p>Prospective Bidder:</p> <p>Ms. Rejean Barredo DVK Philippines Inc. Ms. Macali Airocel Isidro Centerpoint Sales Mr. Paul De Castro Advance Paper Corp.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 2:40 PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the project.



DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> The approved budget for the contract is Php 6,312,810.70
BID DATA SHEET	<ul style="list-style-type: none"> The Secretariat discussed the general requirements for government procurement of goods procurement. During the discussion, the following topics were tackled: For Section 5.4 A bidder requested that for single contract that is similar to the project, maybe lower than the 25% requirement.
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> There were no Discussion/Amendment and further instructions made from the BAC.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> There were no Discussion/Amendment and further instructions made from the BAC.
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> A bidder recommended the deletion of "48 sets per pack" in the Description on the Submission of Samples/Demo Units.
SPECIFICATION	<ul style="list-style-type: none"> The BAC states the inclusion of the parameter of 2 out of 3 on the photocopying test in the Bid bulletin wherein, the TWG will be testing the Clarity of the highlighted words using Three (3) photocopying machines. When the reproduced copies are clear in Two (2) photocopying machines, the qualification shall be rated as responsive.
BIDDING FORMS	<ul style="list-style-type: none"> It was also clarified that the bidders should use the forms provided in the bidding document.
II. TIMELINE	
POSTING IN PHILGEPS	October 3, 2018
PREBID CONFERENCE	October 10, 2018 ; 2:30PM
POSTING OF BID BULLETIN	October 17, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	October 24, 2018 ; 9:30 AM
III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The BAC also stated the inclusion of Annex I: Definition of Similar Contract in the Bid Bulletin.
ATTACHMENTS	"No Attachment"

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, October 10, 2018.
PREPARED BY	<p>The Procurement Division IX:</p>  <p>MR. JAMES F. GABILO PMO-In-Charge</p>
CERTIFIED CORRECT	 <p>CATHERINE ANN D. MIRABEL Ad-Hoc Representative, Bids and Awards Committee 9</p> <p>On Leave</p> <p>LEAH M. VALDEZ Vice Chairperson, Bids and Awards Committee 9</p>  <p>MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee 9</p>