



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



## MINUTES OF MEETING

Wednesday, November 14, 2018	1:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE IX</b>
TYPE OF MEETING	<b>Prebid Conference</b>
PROJECT	<b>Supply and Delivery of Office Equipment (Paper Shredder) for the Procurement Service</b>
REFERENCE NO.	PB – 18-330-9
ATTENDEES	<p><b>Bids and Awards Committee IX</b></p> <p>Ms. Dalisay Conrina P. Dela Chica                      Chairperson          Ms. Leah M. Valdez    Vice Chairperson          Mr. James F. Gabilo    Provisional Member</p> <p><b>Procurement Division IX</b></p> <p>Mr. Vincent Joseph D. Disu                                  Secretariat</p> <p>Prospective Bidder/s:</p> <p>Ms. Lara Gonzales    Pantronics International Corp.          Mr. Alden Rojas    Solid Business Machines Corp.          Ms. Jearelllyn Asiaten                                        Business Machine Corp.          Mr. William Arcasitas                                        David Link</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>The scheduled <b>Prebid Conference</b> started at <b>1:30 PM</b> with the Chairperson presiding.</li> <li>The Secretariat acknowledged the presence of the attendees.</li> <li>The Secretariat also presented the Invitation to Observers however none of them confirmed their attendance.</li> </ol>



	<p>4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements.</p> <p>5. The PMO-In-Charge then discussed the Schedule of Requirements and Technical Specifications.</p>
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**DISCUSSION**

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> <li>The Approved Budget for the Contract is 7,026,000.00</li> </ul>
BID DATA SHEET	<ul style="list-style-type: none"> <li>The Secretariat discussed the general requirements for government procurement of goods procurement. During the discussion, the following topics were tackled: the purpose of the Pre-bid Conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions and the BAC IX contact details, among others.</li> <li>A prospective bidder requested to reduced the requirement on single contract that is similar to the project equivalent to at least 25% for Lot 2</li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> <li>There were no Discussions/Amendments made and further instructions made from the BAC.</li> </ul>
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> <li>There were no Discussions/Amendments made and further instructions made from the BAC.</li> </ul>
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> <li>The BAC reminded the prospective bidders to maintain three (3) months revolving stocks.</li> </ul>
SPECIFICATIONS	<p>Lot 1: PAPER SHREDDER (Office Entry Level)</p> <ul style="list-style-type: none"> <li>For Cutting Speed: a prospective bidder requested to reduced the minimum requirement of 3m/minute to 2.5m/min.</li> <li>For Mobility: with Casters, requested this requirement to be removed.</li> <li>For Two (2) years warranty on cutter blades: requested to reduced the requirement from 2 years to One (1) year warranty on cutter blades with additional one year maintenance for the cutter blades.</li> <li>For the Jam Proof: requested to removed the requirement " The</li> </ul>

	<p>shredder shall automatically stop by rejecting the paper that is fed beyond capacity.”</p> <p>Lot 2: PAPER SHREDDER (Office Mid Range Level)</p> <ul style="list-style-type: none"> <li>• For Cutting Width: a prospective bidder requested to increased the cutting width from 4mm (max) to 5.8mm (max)</li> <li>• For Cutting Speed: requested to reduce the minimum requirement from 3m/minute to 2.5m/min.</li> <li>• For Mobility: with Casters, requested this requirement to be removed.</li> <li>• For Two (2) years warranty on cutter blades: requested to reduced the requirement from 2 years to One (1) year warranty on cutter blades with additional one year maintenance for the cutter blades.</li> <li>• For the Jam Proof: requested to removed the requirement “ The shredder shall automatically stop by rejecting the paper that is fed beyond capacity.”</li> </ul>
BIDDING FORMS	<ul style="list-style-type: none"> <li>• There were no Discussions/Amendments made and further instructions made from the BAC.</li> </ul>

II. TIMELINE	
POSTING IN PHILGEPS	November 7, 2018
PREBID CONFERENCE	November 14, 2018 @1:30pm
POSTING OF BID BULLETIN	November 21, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	November 28, 2018 @1:30pm


III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> <li>• There were no Discussions/Amendments made and further instructions made from the BAC.</li> </ul>
ATTACHMENTS	“No Attachment”
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>3:35 PM</b>
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Wednesday, November 14, 2018.


The Procurement Division IX:

PREPARED BY

  
**MR. JAMES F. GABILO**  
PMO-In-Charge

CERTIFIED CORRECT

  
**MS. LEAH M. VALDEZ**  
Vice Chairperson, Bids and Awards Committee IX

  
**MS. DALISAY CONTRINA P. DELA CHICA**  
Chairperson, Bids and Awards Committee IX