



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



MINUTES OF MEETING

Wednesday, October 17, 2018	1:00 PM	CONFERENCE B
-----------------------------	---------	--------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1											
TYPE OF MEETING	Pre-bid Conference											
PROJECT	Supply and Delivery of Stapler, Standard Type for the Procurement Service (PS)											
REFERENCE NO.	PB No. 18-339-1											
	<p>Bids and Awards Committee 1</p> <table border="0"> <tr> <td>Engr. Rosana D. Yambao</td> <td>Chairperson</td> </tr> <tr> <td>Paul Jasper V. De Guzman</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Rodelio D. Mendez, Jr.</td> <td>Provisional Member</td> </tr> <tr> <td>Mylene B. Quiambao</td> <td>Ad Hoc Representative</td> </tr> </table>		Engr. Rosana D. Yambao	Chairperson	Paul Jasper V. De Guzman	Vice-Chairperson	Rodelio D. Mendez, Jr.	Provisional Member	Mylene B. Quiambao	Ad Hoc Representative		
Engr. Rosana D. Yambao	Chairperson											
Paul Jasper V. De Guzman	Vice-Chairperson											
Rodelio D. Mendez, Jr.	Provisional Member											
Mylene B. Quiambao	Ad Hoc Representative											
ATTENDEES	<p>BAC Support Division</p> <table border="0"> <tr> <td>Maybelline N. Galang</td> <td>Secretariat</td> </tr> <tr> <td>Ray-Ann V. Sorilla</td> <td></td> </tr> <tr> <td>Jeff Anthony R. Llegue</td> <td></td> </tr> </table> <p>Bidder(s)</p> <table border="0"> <tr> <td>Ms. Aileen S. Liwag</td> <td>Boc's Trading</td> </tr> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Centerpoint</td> </tr> </table>		Maybelline N. Galang	Secretariat	Ray-Ann V. Sorilla		Jeff Anthony R. Llegue		Ms. Aileen S. Liwag	Boc's Trading	Ms. Maeah Airocel Isidro	Centerpoint
Maybelline N. Galang	Secretariat											
Ray-Ann V. Sorilla												
Jeff Anthony R. Llegue												
Ms. Aileen S. Liwag	Boc's Trading											
Ms. Maeah Airocel Isidro	Centerpoint											
CALL TO ORDER	The scheduled Pre-bid Conference started at 1:30 PM with the Chairperson presiding.											

DISCUSSION

I. BID DOCUMENTS	
PRESENTATION	<ul style="list-style-type: none"> The Chairperson informed the bidders that the usual presentation of the documentary requirements will not be discussed since prospective bidders are already familiar with the government public bidding procedures. Relevant questions/concerns were raised as follows: <ol style="list-style-type: none"> SLCC Test procedures on the performance/evaluation of samples

INVITATION TO BID	SECTION I NO DISCUSSION
INSTRUCTIONS TO BIDDERS	SECTION II NO DISCUSSION
BID DATA SHEET	SECTION III BDS Clause No. 5.4 Page No. 38 The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) for lot 1 of the ABC. Please Refer to Section VIII. Bidding Forms: Office Device under Annex "I" for the definition of similar contract. XXX
	XXX <ul style="list-style-type: none"> Boc's Trading clarified the percentage of the Single Largest Completed Contract (SLCC) if Twenty Five (25%) or Fifty (50%) percent of the total Approved Budget for the Contract (ABC) will be used. <p><i>The Chairperson answered that the requirement is twenty five percent (25%) of the total ABC as indicated in the Bidding Documents.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V NO DISCUSSION
SCHEDULE OF REQUIREMENTS	SECTION VI Page No.69 <ul style="list-style-type: none"> The Chairperson reiterated that the prospective Awardee to maintain three (3) months stocks at all times as required in the Schedule of Requirements.

RDY

SECTION VII

Page No. 72



TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none">• The PMO-in-Charge discussed the Technical Requirements of the project.• The BAC Chairperson explained that there are two (2) set of tests that will be conducted; (a) One Time Binding Capacity test, and (b) Binding Performance Test and two out of three (2/3) samples must pass the test.
BIDDING FORMS	NO DISCUSSION



III. OTHER DISCUSSIONS

OTHER MATTERS	NONE
----------------------	------

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:20 PM
--------------------	---

CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <u>October 17, 2018.</u>
----------------------	---

PREPARED BY	The BAC Support Division:  MS. MAYBELLINE N. GALANG Secretariat  MR. RODELIO D. MENDEZ JR. PMO-in-Charge
--------------------	---

CERTIFIED CORRECT	 MR. PAUL JASPER V. DE GUZMAN Vice Chairperson  ENGR. ROSANA D. YAMBAO Chairperson, Bids and Awards Committee 1
--------------------------	--