






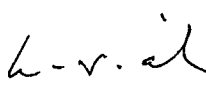
## MINUTES OF MEETING

Monday, October 22, 2018	2:30 PM	CONFERENCE ROOM B
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 2</b>	
TYPE OF MEETING	<b>Prebid Conference</b>	
PROJECT	<b>Supply and Delivery of Office Supplies and Paper Product for the Procurement Service</b>	
REFERENCE NO.	<b>PB No. 18-342-2</b>	
ATTENDEES	<b>Bids and Awards Committee 2</b> Engr. Manuel S. Avila Ms. Maria Danica P. Abengoza Mr. Jernimel B. Galit	Chairperson Provisional Member Ad Hoc Member
	<b>Procurement Division 2</b> Ms. Sherilyn Manzano	PD2
CALL TO ORDER	The scheduled Prebid Conference started at <b>2:40 PM</b> with Engr. Avila presiding.	

### DISCUSSION

<b>I. DOCUMENTATIONS</b>	
DOCUMENTS	- No prospective bidder/s were able to attend for this activity.
<b>II. BID DOCUMENTS</b>	
<b>PART I</b>	
REQUEST FOR EXPRESS OF INTEREST	No Discussion.
BID DATA SHEET	No Discussion.
TERMS OF REFERENCE	No Discussion.
BIDDING FORMS	No discussion.
<b>PART II</b>	

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<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	None
<b>SCHEDULE OF REQUIREMENTS</b>	No discussion.
<b>TECHNICAL SPECIFICATIONS</b>	No discussion.
<b>III. TIMELINE</b>	
<b>ADVERTISEMENT/POSTING OF INVITATION TO BID</b>	Wednesday, October 10, 2018
<b>PRE-BID CONFERENCE</b>	Monday, October 22, 2018
<b>LAST DAY OF SUBMISSION OF WRITTEN CLARIFICATION</b>	Saturday, October 27, 2018
<b>DEADLINE FOR SUBMISSION OF BIDS/OPENING OF BIDS</b>	Monday, November 05, 2018
<b>IV. OTHER DISCUSSIONS</b>	
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>2:45 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on <b>October 22, 2018</b> .
<b>PREPARED BY:</b>	 <b>SHERILYN R. MANZANO</b> Secretariat
<b>REVIEWED BY:</b>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>JERNIME B. GALIT</b>            Ad-Hoc Representative             On Official Business  <b>ATTY. MICHELLE ANNE B. RECTO</b>            Regular Member         </div> <div style="text-align: center;">   <b>MARIA DANICA P ABENGOZA</b>            PMOIC             On Official Business  <b>ARNOLD F. BONDOC</b>            Vice Chairperson         </div> </div> <div style="text-align: center; margin-top: 20px;">   <b>ENGR. MANUEL S. AVILA</b>            Chairperson         </div>