



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



MINUTES OF MEETING

Tuesday, November 13, 2018	10:00 AM	CONFERENCE ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																		
TYPE OF MEETING	Pre-Bid Conference																		
PROJECT	Supply and Delivery of Brother Printer Consumables for the Procurement Service																		
REFERENCE NO.	PB 18-367-9																		
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Leah Nimfa M. Valdez</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Michelle Anne B. Recto</td> <td>Regular Member</td> </tr> <tr> <td>Karlou Borja</td> <td>Provisional Member</td> </tr> <tr> <td>Catherine Ann D. Mirabel</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division IX</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Rojim RJ C. Espere</td> <td>Member</td> </tr> <tr> <td>Vincent Joseph D. Disu</td> <td>Member</td> </tr> </table> <p>Bidders:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Alden Rojas</td> <td>Solid Business Machine</td> </tr> <tr> <td>Jealellyn Asiaten</td> <td>Business Machine</td> </tr> </table>	Dalisay Conrina P. Dela Chica	Chairperson	Leah Nimfa M. Valdez	Vice-Chairperson	Atty. Michelle Anne B. Recto	Regular Member	Karlou Borja	Provisional Member	Catherine Ann D. Mirabel	Ad Hoc Member	Rojim RJ C. Espere	Member	Vincent Joseph D. Disu	Member	Alden Rojas	Solid Business Machine	Jealellyn Asiaten	Business Machine
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 10:30 AM with the Vice-Chairperson presiding. 2. The presence of the attendees was acknowledged. 3. The project was presented after the required quorum has been established. 																		



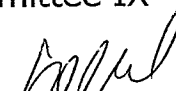
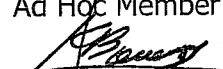

DISCUSSION

I. DOCUMENTATIONS

DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> • Example of Updated Documents from PhilGEPS • Bidding Documents Presented
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II. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BID DATA SHEET	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SPECIAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> • Prospective bidder clarified if the fifteen (15) calendar lead time for the supplier to deliver items can be changed to thirty (30) calendar days. • Prospective bidder clarified if the quantity per tranches in the schedule of requirement is final. <ul style="list-style-type: none"> ➢ The committee replied that it is just indicative delivery schedule. • Prospective bidder clarified if there are assurance that PS will going to buy all the quantity indicated in the bid docs, since it is Ordering Agreement.
TECHNICAL SPECIFICATIONS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TERMS OF REFERENCE	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The TWG clarified if the prospective bidders have questions on eligibility requirements. <ul style="list-style-type: none"> ➤ Prospective bidders replied that they have no questions anymore.
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Tuesday, November 13, 2018.
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <p style="text-align: center;">  CATHERINE ANN D. MIRABEL Ad Hoc Member </p> <p style="text-align: center;">  KARLOU BORJA Provisional Member </p> <p style="text-align: center;"> ATTY. MICHELLE B. RECTO Regular Member </p> <p style="text-align: center;">  LEAH NIMFA M. VALDEZ Vice Chairperson </p> <p style="text-align: center;"> DALISAY CONRINA P. DELA CHICA Chairperson </p>