



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



## MINUTES OF MEETING

Wednesday, November 14, 2018 11:00 AM BAC CONFERENCE

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE IX</b>
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>
<b>PROJECT</b>	<b>Supply and Delivery of Fire Extinguisher, Pure HCFC for the Procurement Service (PS)</b>
<b>REFERENCE NO.</b>	<b>PB 18-372-9</b>
<b>ATTENDEES</b>	<p><b>BIDS AND AWARDS COMMITTEE</b></p> <p>Ms. Dalisay Contrina P. Dela Chica                      Chairperson          Ms. Leah M. Valdez    Vice Chairperson          Mr. Raymund Francis B. Lasam                              Provisional Member</p> <p><b>Procurement Division IX</b></p> <p>Mr. Karlou M. Borja</p> <p><b>Bidder(s)</b></p> <p>Mr. Elmer Baladeras    Innovalite, Inc.</p>
<b>CALL TO ORDER</b>	<p>1. The scheduled <b>Prebid Conference</b> started at <b>11:00 AM</b> with the Chairperson presiding.</p> <p>2. The presence of the attendees was acknowledged.</p>



3. The project was presented after the required quorum has been established.

## DISCUSSION

PRE-BID DOCUMENTATIONS	
DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"><li>The general requirements for government procurement of goods were presented. 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></ul>

PRE-BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BID DATA SHEET	Innovalite Inc. requested to change the single contract that is similar to the project equivalent from at least Fifty (50%) percent to Twenty-Five (25%) percent.
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	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TECHNICAL SPECIFICATIONS	<b>Section VII: Technical Specification Page 72</b>

	<p><b>Page 73</b></p> <p><b>LOT NO. 1: Fire Extinguisher, Pure HCFC</b></p> <ul style="list-style-type: none"> <li>➤ In the Bidder's Statement of Compliance, the supplier should write the brand they offer and write/state "COMPLY".</li> </ul> <p><b>Page 74</b></p> <p><b>Non-electrical conductor, non-toxic, non-corrosive</b></p> <ul style="list-style-type: none"> <li>➤ Non-electrical conductor, non-toxic, non-corrosive should be labelled/printed on the item offered <b>or</b> submission of Manufacturer's certification stating that the item being offered is Non-electrical conductor, non-toxic, non-corrosive.</li> </ul> <p><b>Labelling/Marking: Shall follow PNS 15-5:1996</b></p> <ul style="list-style-type: none"> <li>➤ We will be attaching the minimum sample label/marketing under PNS 15-5:1996 as "Illustration A".</li> </ul> <p><b>Shall conform with the Consumer Act of the Phil. (RA 7394)</b></p> <ul style="list-style-type: none"> <li>➤ To include minimum labeling requirement specifically the name and address of the supplier</li> </ul> <p><b>To include mounting accessories in the technical requirements.</b></p>
<b>TERMS OF REFERENCE</b>	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
<b>BIDDING FORMS</b>	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
<b>III. OTHER DISCUSSIONS</b>	
<b>OTHER MATTERS</b>	THE BIDDER EXPLAINED THE PRICE IS LOW. MARKET PRICES ESTIMATED AT P 7,500.00. THE CHAIRMAN RECOMMENDED A NEW PRICE MONITOR.
<b>ATTACHMENTS</b>	"NONE"
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>11:30 AM</b>

**CERTIFICATION**


We certify that the foregoing is true account of **Pre-bid Conference** conducted on Wednesday, November 14, 2018.

By the Bids and Awards Committee IX:

**CERTIFIED  
CORRECT**

  
**RAYMUND FRANCIS B. LASAM**  
Provisional Member

  
**MS. LEAH M. VALDEZ**  
Vice Chairperson

  
**MS. DALISAY CONTRINA P. DELA CHICA**  
Chairperson