



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



MINUTES OF MEETING

14 November 2018	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Multicopy, A4 for the Procurement Service (PS)
REFERENCE NO.	PB No. 18-382-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Atty. Divina Gracia Bacal Regular Member Sharon Baile Provisional Member/PMOIC</p> <p>Procurement Division 3</p> <p>Erica Santos Secretariat</p> <p>Observer</p> <p>John Kenneth Crisologo COA Antonio Sierra, Jr. COA</p> <p>Bidders</p> <p>Paul De Castro Advance Paper Inc. Rex Derramas Triplex Enterprises Joseph Tan NAPPCO</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 10:25 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat also stated the invited observers.</p>





	Having the established the required quorum, the Secretariat proceeded with the discussion of the activity.
I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no discussion/amendments made and further instructions from the BAC under this section.
BID DATA SHEET	<p>ITB Clause 5.4</p> <p>The Chairperson reminded the prospective bidders to always check the category on Annex J where the item being bid is under.</p>
GENERAL CONDITIONS OF THE CONTRACT	There were no discussion/amendments made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	There were no discussion/amendments made and further instructions from the BAC under this section.
SCHEDULE OF REQUIREMENTS	<p>Sample submission</p> <p>The Chairperson requested the prospective bidders to submit the soft or hard copy of the official receipt. Once received, the PMOIC will schedule the delivery of the submitted samples to the testing center as soon as possible. Prospective bidders stated that the purpose of paying double is to shorten the testing period; this will be invalidated because it still depends on the availability of the PS if they can send early the samples. The Chairperson answered that they should give notice to the PMOIC when paying for the testing fee beforehand, so that the delivery of the submitted samples to FPRDI will be scheduled on the next day.</p>
TECHNICAL SPECIFICATIONS	Prospective bidder raised that the quantity for this project is reduced and the delivery period is six (6) months, while the current trend for this items is being completed within four and a half (4 ½) month only. They added that bulk quantities are most advantageous to the Government. The

	Chairperson said that the quantity being bid is based on the Annual Procurement Plan (APP) of Procurement Service created by Operations Group and the Procurement Divisions have no control on the quantity to be bid.
TERMS OF REFERENCE	There were no discussion/amendments made and further instructions from the BAC under this section.
BIDDING FORMS	There were no discussion/amendments made and further instructions from the BAC under this section.

II. TIMELINE	
POSTING IN PHILGEPS	November 7, 2018
PREBID CONFERENCE	November 14, 2018 ; 10:00 am
LAST DAY OF ISSUANCE OF BID BULLETIN	November 21, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	November 28, 2018 ; 10:00 am

III. OTHER DISCUSSIONS	
OTHER MATTERS	<p>The observers asked the BAC regarding the use of the Performance Security Form. They said that the validity indicated on the form is until the Final Acceptance and issuance of Inspection & Certification of Acceptance Report (ICAR). They said that some submitted Performance Security Form's validity is only one year and there were instances where it is not extended.</p> <p>The observers asked the reason the Contract Agreement Form in the Bid Documents is not being used. The Chairperson answered that the Purchase Order (PO) serves as the contract. He added that the Contract Agreement Form is used for bidding under Ordering Agreement. The Regular Member added that it makes reference to the Annexes of the Bidding Documents.</p>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:25 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 14 November 2018.
PREPARED BY	Procurement Division 3: <div style="text-align: right;">  ERICA SANTOS Secretariat </div>
CERTIFIED CORRECT o.	Bids and Awards Committee III: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>On Official Business</u> OMAR BERNAL AdHoc Representative </div> <div style="text-align: center;"> SHARON BAILE Provisional Member/PMOIC </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> ATTY. DIVINA GRACIA BACAL Regular Member </div> <div style="text-align: center;">  MARC HORDEJAN Vice-Chairperson </div> </div> <div style="text-align: center; margin-top: 20px;"> ENGR. EDWARD SADDI Chairperson </div>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.