



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



MINUTES OF MEETING

Thursday, November 22, 2018	4:00 PM	CONFERENCE A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX												
TYPE OF MEETING	Pre-Bid Conference												
PROJECT	Supply and Delivery of Office Device (Stapler Heavy Duty Binder Type) for the Procurement Service (PS)												
REFERENCE NO.	PB 18-396-9												
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Dalisay Conrinaa P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Atty. Michelle Anne B. Recto</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Rojim RJ C. Espere</td> <td>Provisional Member</td> </tr> </table> <p>PROCUREMENT DIVISION IX:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Vincent Joseph D. Disu</td> <td>Member</td> </tr> </table> <p>PROSPECTIVE BIDDER/S:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Albert Tanquintic</td> <td>GTK Trading.</td> </tr> <tr> <td>Ms. Maeah Arocel Isidro</td> <td>Centerpoint Sales & Trading Inc.</td> </tr> </table>	Ms. Dalisay Conrinaa P. Dela Chica	Chairperson	Atty. Michelle Anne B. Recto	Regular Member	Mr. Rojim RJ C. Espere	Provisional Member	Mr. Vincent Joseph D. Disu	Member	Mr. Albert Tanquintic	GTK Trading.	Ms. Maeah Arocel Isidro	Centerpoint Sales & Trading Inc.
Ms. Dalisay Conrinaa P. Dela Chica	Chairperson												
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Mr. Vincent Joseph D. Disu	Member												
Mr. Albert Tanquintic	GTK Trading.												
Ms. Maeah Arocel Isidro	Centerpoint Sales & Trading Inc.												
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 4:15 PM with the Chairperson presiding. 2. The PMO-In-Charge acknowledged the presence of the attendees. 3. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 4. The project was presented after the required quorum has been established. 												



DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion, the following topics were tackled: the purpose of Pre-bid Conference, who can participate, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others.

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	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
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	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 4:40 PM

CERTIFICATION

We certify that the foregoing is the true account of **Pre-Bid Conference** conducted on Thursday November 22, 2018

The Bids and Awards Committee IX

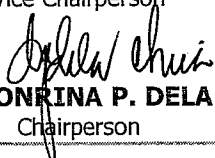

CATHERINE ANN D. MIRABEL
Ad Hoc Member


ROJIME C. ESPERE
Provisional Member

CERTIFIED CORRECT

ATTY. MICHELLE B. RECTO
Regular Member

LEAH NIMFA M. VALDEZ
Vice Chairperson


DALISAY CONTRINA P. DELA CHICA
Chairperson