



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



MINUTES OF MEETING

Thursday, November 22, 2018	10:30 AM	CONFERENCE ROOM C
-----------------------------	----------	-------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 2	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Office Supplies and Writing Instruments for the Procurement Service	
REFERENCE NO.	Public Bidding No. 18-404-2	
ATTENDEES	Bids and Awards Committee 2: Engr. Manuel S. Avila Mr. Arnold F. Bondoc Ms. Maria Danica P. Abengoza Mr. Jernimel B. Galit BAC Secretariat: Ms. Princess Joy B. Flores BAC Technical Working Group: Ms. Ma. Angelica M. Hui Prospective Bidders: Ms. Oscar J. Gutierrez Ms. Maeah Isidro Ms. Janette Quintinita Mr. Albert Tanquintic Mr. Paul De Castro	Chairperson Vice Chairperson Provisional Member Ad Hoc Member Member, Procurement Division 2, PS Member, Procurement Division 2, PS Catalog Office/G.T.K. Centerpoint Sales & Trading Inc. G.T.K. G.T.K. Advance Paper
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:50 AM with Engr. Avila presiding.	

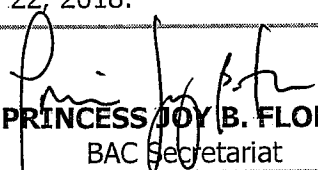
DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	SECTION I - No highlights
INSTRUCTIONS TO BIDDERS	SECTION II

	No highlights.
BID DATA SHEET	SECTION III - No highlights.
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV No highlights.
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V - The prospective bidders raised that there should be minimum amount for every batch of direct delivery. - Mr. De Castro reiterated that during a forum with ED Gutierrez, suppliers who are asked to deliver directly to the offices of the end-user agencies be given assistance in passing thru EDSA. - Ms. Quintinita asked if the testing fee for the marker is P1,200 per color or it should only be P300 per color.
SCHEDULE OF REQUIREMENTS	SECTION VI - No highlights.
TECHNICAL SPECIFICATIONS	SECTION VII - Ms. Quintinita reiterated if the testing fee for the marker is P1,200 per color or it should only be P300 per color.
TERMS OF REFERENCE	- No highlights.
BIDDING FORMS	- No highlights.

II. OTHER DISCUSSIONS

OTHER MATTERS	None.
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:20 AM
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on November 22, 2018.
PREPARED BY	 PRINCESS JOY B. FLORES BAC Secretariat

Bids and Awards Committee 2:


JERNIMEL B. GALIT
Ad Hoc Member


MARIA DANICA P. ABENGOZA
Provisional Member

On Leave

ATTY. MICHELLE ANNE B. RECTO
Regular Member


ARNOLD F. BONDOC
Vice Chairperson


ENGR. MANUEL S. AVILA
Chairperson

CERTIFIED CORRECT

*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.*

