



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



MINUTES OF MEETING

November 28, 2018	1:00 PM	TWG Conference Room
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Office Furniture and Fixtures
REFERENCE NO.	PB No. 18-408-5
ATTENDEES	<p>Bids and Awards Committee V Ms. Teresita J. Dela Cruz Chairperson Mr. Jack G. Mercado Vice-chairperson Ms. Jessica G. Gapuz Provisional Member (PMO-in-charge)</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User's Representatives Ms. Brenda V. Fuentes BOQ Mr. Bob-Harvey P. Rosco BOQ</p> <p>Prospective Bidders Ms. Dane Carbonel Design and Function Inc. Ms. Enony F. Gutierrez Design Excellence Home & Office System</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:34 PM with the Chairperson presiding. She then instructed the PMOIC to acknowledge the presence of the attendees. 2. The PMOIC, likewise, presented the Invitation to Observers however none confirmed attendance. 3. Upon the instructions of the Chairperson, the PMOIC proceeded with the



	presentation of general requirements in government procurement.
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DISCUSSION

BID DOCUMENTS

INVITATION TO BID	NO HIGHLIGHTS
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	NO HIGHLIGHTS
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO HIGHLIGHTS
TECHNICAL SPECIFICATIONS	<p>One of the prospective bidders inquired if participating in the bidding of only one item out of the fourteen (14) items to be bid is acceptable.</p> <p>The Chairperson answered in the negative. She clarified that should they decide on joining this public bidding which is comprised of only one (1) lot then, all the items under such should likewise be participated in .</p> <p>xxx</p> <p>Lot No. 1: Supply and Delivery of Furniture and Fixture Technical Specifications Senior Executive Chair Page 81</p> <p>xxx</p>
	<ul style="list-style-type: none"> • Mesh/net Seat rest
	<ul style="list-style-type: none"> • Leatherette, Black, with armrest

xxx

A supplier wanted to clarify the aforementioned technical specification since both require a mesh chair and a leatherette kind.

The Chairperson took note of this concern and stated that it will be subject to review by the End-User.

The End-User clarified that the back rest must be in mesh (net) form whereas the seat rest is required to be in leatherette. She thus, presented a sample picture to elaborate.

The supplier acknowledged the same.

xxx

Glass Display Cabinet
Technical Specifications
Page 82

xxx

• Four (4) – layer glass shelves

• Glass door with lock

• Frameless





xxx

One of the suppliers asked if how will be the set up of the cabinet with glass but frameless. Hence, she requested for a sample picture.

The End-User showed a sample picture to make the details clear with the suppliers.

BID FORMS

The PMOIC reminded the prospective bidders that each and every page of the bid form must be signed by the authorized representative of the company and that a mere initial is not accepted, thus, it may be a ground for disqualification. Furthermore, the PMOIC emphasized that if ever they choose to retype the Bid Form, the contents must be complete as it was in the bidding document.

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:15 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on November 28, 2018.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	<p style="text-align: center;">  MS. JESSICA G. GAPUZ PMOIC, Bids and Awards Committee V </p> <p style="text-align: center;">  MR. JACK G. MERCADO Vice-Chairperson, Bids and Awards Committee V </p> <p style="text-align: center;">  MS. TERESITA J. DELA CRUZ Chairperson, Bids and Awards Committee V </p>