



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



MINUTES OF MEETING

Wednesday, December 5, 2018	10:00AM	MEETING ROOM 2
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Prebid Conference	
PROJECT	SUPPLY AND DELIVERY OF MINI BUS	
REFERENCE NO.	PB No. 18-427-5	
ATTENDEES	<p>Bids and Awards Committee V: Ms Teresita J. Dela Cruz Chairperson Mr. Jack G. Mercado Vice-Chairperson Mr. Luciano R. Macuse Ad Hoc Member Engr. Nicole John D. Cabueños Provisional Member</p> <p>Procurement Division V: Engr. Yuji Hoshina Member Mr. Abelardo P. Gonzalez Member Ms. Jessica Gapuz Member</p> <p>End-user's Representatives Mr. Reynold Dalupang CAAP Mr. Demetilo CAAP</p>	
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:05AM with the Chairperson presiding. The PMOIC acknowledged the presence of the attendees. It was likewise reported that observers were invited but none confirmed attendance. The PMOIC informed the Committee that there were no prospective bidders present to attend the Pre-bid Conference. 	

DISCUSSION

II. BID DOCUMENTS

INVITATION TO BID	NO DISCUSSION
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION
BILL OF QUANTITIES	NO DISCUSSION
BID FORM	NO DISCUSSION
OTHER	<p>The PMOIC informed the BAC that the disqualified bidder from the previous bidding activities emailed that she can't attend the Pre-bid Conference but will join again in this bidding.</p> <p>The Chairperson stated that bidders' attendance in the Prebid Conference is not mandatory and that the bidders' can still submit their proposals on the scheduled date of submission and Opening of Bids.</p> <p>The Chairperson also added that it is possible that the bidders are well acquainted with the requirements for the bidding and will just submit their bids during the Deadline for Submission and Opening of Bids. If no bids are received during the Bid Opening, then failure of bidding will be declared.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:35 AM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on December 30, 2018.

The Procurement Division V:



PREPARED BY

ENGR. NICOLE JOHN D. CABUEÑOS

Provisional Member

Bids and Awards Committee V:

LUCIANO R. MACUSE

Ad Hoc Member

CERTIFIED CORRECT



JACK G. MERCADO
Vice-Chairperson



TERESITA J. DELA CRUZ
Chairperson

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.