



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



## MINUTES OF MEETING


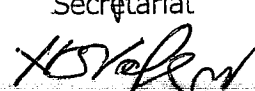
Friday, December 7, 2018	2:00 PM	CONFERENCE ROOM C
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE 4</b>														
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>														
<b>PROJECT</b>	<i><b>Supply and Delivery of Blade, Fastener, Fancy Folder and File Organizer for the Procurement Service (Ordering Agreement)</b></i>														
<b>REFERENCE NO.</b>	<b>PB 18-432-4</b>														
<b>ATTENDEES</b>	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Rose Alvidale G. Ladlad</td> <td>Provisional Member</td> </tr> </table> <p><b>Procurement Division 4</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Nikko C. Valenzona</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Julie U. Guimbuayan</td> <td>Secretariat</td> </tr> </table> <p><b>Bidder(s):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Maeah Airocel Isidro</td> <td>Centerpoint Sales and Trading, Inc.</td> </tr> <tr> <td>Mr. Jowel O. Fortuna</td> <td>Kingfiles Multi Venture Inc.</td> </tr> </table>	Engr. Ian T. Fajarito	Vice Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Ms. Rose Alvidale G. Ladlad	Provisional Member	Mr. Nikko C. Valenzona	Secretariat	Ms. Julie U. Guimbuayan	Secretariat	Ms. Maeah Airocel Isidro	Centerpoint Sales and Trading, Inc.	Mr. Jowel O. Fortuna	Kingfiles Multi Venture Inc.
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>2:15 PM</b> with the Vice Chairperson presiding.</li> <li>2. The Vice-Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>														

### DISCUSSION

I. BID DOCUMENTS	
<b>INSTRUCTIONS TO BIDDERS</b>	NO DISCUSSION




BID DATA SHEET	NO DISCUSSION
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	<i>The Provisional Member manifested that there are typographical errors on the Technical Specifications of other items, that indicated Fastener while the Correct items are the ones reflected in the Invitation to Bid.</i>
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
<b>II. OTHER DISCUSSIONS</b>	
OTHER MATTERS	<i>After the Pre-Bid Conference was adjourned, the representative from Advance Paper Corporation arrived and requested to the BAC that if there will be notices to be issued for their company, If it may be sent only on weekdays except for Fridays, because it will consume two days from their timeline to prepare for any submission and compliance.</i>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>3:00 PM</b>
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Friday, December 7, 2018.
PREPARED BY	<p><b>Procurement Division 4:</b></p> <p>  <b>MS. JULIE U. GUIMBUAYAN</b>  Secretariat</p> <p>  <b>MR. NIKKO C. VALENZONA</b>  Secretariat</p>

CERTIFIED CORRECT



**MS. ROSE ALVEDALE G. LADLAD**  
Provisional Member, Bids and Awards Committee 4



**ATTY. DIVINA GRACIA A. BACAL**  
Regular Member, Bids and Awards Committee 4



**ENGR. IAN T. FAJARITO**  
Vice Chairperson, Bids and Awards Committee 4