



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



MINUTES OF MEETING

10 December 2018	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	Bids and Awards Committee III	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Various Construction Materials and Fire Extinguisher, HCFC, for the Department of Foreign Affairs (DFA)	
REFERENCE NO.	PB No. 18-434-3	
ATTENDEES	Bids and Awards Committee III	
	Engr. Edward Saddi	Chairperson
	Atty. Divina Gracia Bacal	Regular Member
	Jennefer Gemudiano	Provisional Member/PMOIC
	Procurement Division 3	
	Erica Santos	Secretariat
	End-user's TWG Representatives	
	Benjamin Mamar	DFA
	Bienvenido Miranda Jr.	DFA
	Felix De Vera III	DFA
	Bidders	
	John Gorayeb Jersson Quijano	Asia Electric Technical Mktg. Corp. Innovalite Electrical Enterprise
CALL TO ORDER	The scheduled Pre-bid Conference started at 10:00 AM with the Chairperson presiding.	



Attendees for the activity were introduced and acknowledged. The Secretariat presented the Notice to Observers, however, none of them confirmed their attendance.

Having the established the required quorum, the Secretariat proceeded with the discussion of the activity.

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS

There were no discussion/amendments made and further instructions from the BAC under this section.

BID DATA SHEET

Statement of Single Largest Completed Contract (SLCC)

The Chairperson explained that for Lot 1, 2 and 3, the contracts to be submitted should be similar to contracts of various electrical supplies or plumbing supplies or construction supplies/material. He said that for Lot 4, contracts of fire extinguisher are acceptable.

Statement of all on-going contracts and awarded but not yet started contracts

The Chairperson said that all on-going contracts and awarded but not yet started contracts on or before the opening of bids, whether similar or related contracts or not, are required to be stated on the form.

GENERAL CONDITIONS OF THE CONTRACT

There were no discussion/amendments made and further instructions from the BAC under this section.

SPECIAL CONDITIONS OF THE CONTRACT

There were no discussion/amendments made and further instructions from the BAC under this section.

SCHEDULE OF REQUIREMENTS	There were no discussion/amendments made and further instructions from the BAC under this section.												
TECHNICAL SPECIFICATIONS	<p>Page 71</p> <p>xxx</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p> <p>Lot No. 1: Supply and Delivery of Various Electrical Supplies Quantity: 1 Lot</p> <table border="1" data-bbox="431 840 1419 1220"> <thead> <tr> <th data-bbox="431 840 932 952">AGENCY SPECIFICATIONS</th> <th data-bbox="932 840 1136 952">QUANTITY</th> <th data-bbox="1136 840 1419 952">BIDDER'S STATEMENT OF COMPLIANCE</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="431 952 1419 996">Electrical Supplies</td> </tr> <tr> <td data-bbox="431 996 932 1108">1. LED bulb, Daylight E27, 12 watts, 85 35W 300V, 50-60Hz, 1200lm</td> <td data-bbox="932 996 1136 1108">2,000 pieces</td> <td data-bbox="1136 996 1419 1108">Brand:</td> </tr> <tr> <td data-bbox="431 1108 932 1220">2. LED bulb, Warmlight E27, 12 watts, 85 35W 300V, 50-60Hz, 1200lm</td> <td data-bbox="932 1108 1136 1220">1,500 pieces</td> <td data-bbox="1136 1108 1419 1220">Brand:</td> </tr> </tbody> </table> <p>xxx</p>	AGENCY SPECIFICATIONS	QUANTITY	BIDDER'S STATEMENT OF COMPLIANCE	Electrical Supplies			1. LED bulb, Daylight E27, 12 watts, 85 35W 300V , 50-60Hz, 1200lm	2,000 pieces	Brand:	2. LED bulb, Warmlight E27, 12 watts, 85 35W 300V , 50-60Hz, 1200lm	1,500 pieces	Brand:
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TERMS OF REFERENCE	There were no discussion/amendments made and further instructions from the BAC under this section.												
BIDDING FORMS	<p>The new prospective bidder asked what they will put on the Bid Form if they will only bid for a certain lot. The Chairperson said that they need to indicate the word "No Bid" for the lot that they will not be joining. He reminded the bidders that if they will put "0" or "dash (-)", it means that the items they will offer are free. He also said that if they will join for a certain lot, for example, Lot 1, they should indicate all the prices for every item under Lot 1.</p> <p>xxx</p> <p>Page 80</p>												

XXX

Lot No.	Qty/Unit	Items/Description	Unit Price	Total Price
1	1 Lot	Supply and Delivery of Various Electrical Supplies		
	2,000 pieces	LED bulb, Daylight E27, 12 watts, 85 35V 300V , 50-60Hz, 1200lm		
	1,500 pieces	LED bulb, Warmlight E27, 12 watts, 85 35V 300V , 50-60Hz, 1200lm		

XXX

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TOTAL LOT PRICE IN WORDS

Lot 1: _____

Lot 2: _____

Lot 3: _____

Lot 4: _____

XXX



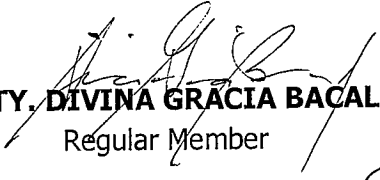

II. TIMELINE

POSTING IN PHILGEPS	November 30, 2018
PREBID CONFERENCE	December 10, 2018 ; 10:00 am
LAST DAY OF ISSUANCE OF BID BULLETIN	December 19, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	December 26, 2018 ; 10:00 am

III. OTHER DISCUSSIONS

PRE-BID CONFERENCE
PB No. 18-434-3

Supply and Delivery of Various Construction Materials
And Fire Extinguisher, HCFC
for the Department of Foreign Affairs (DFA)

OPENING OF BIDS	
III. OTHER DISCUSSIONS	
OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:45 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 10 December 2018.
PREPARED BY	Procurement Division 3:  ERICA SANTOS Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><i>On Official Business</i></p> <p>ENGR. REY SAMBITAN AdHoc Representative</p> </div> <div style="text-align: center;">  <p>JENNEFER GEMUDIANO Provisional Member/PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>ATTY. DIVINA GRACIA BACAL Regular Member</p> </div> <div style="text-align: center;"> <p><i>On Leave</i></p> <p>MARC HORDEJAN Vice-Chairperson</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>ENGR. EDWARD SADDI Chairperson</p> </div>

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.