



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



## MINUTES OF MEETING

Monday, December 10, 2018

10:00 AM

CONFERENCE ROOM B

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE VI (BAC VI)</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	Supply and Delivery of Office Supply for the Procurement Service (PS)
<b>REFERENCE</b>	<b>PB 18-435-6</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VI:</b>          Mr. Joseph Conrad D. Dueñas                      Chairperson          Mr. Dickson T. Pantí                                      Vice-Chairperson          Mr. Jerome Jerold A. Catapang                      Provisional Member          Mr. Jeffrey M. Bertumen                                Ad Hoc Member, PS</p> <p><b>Procurement Division VI:</b>          Mr. Joshua Felino Julian F. Dulce                      Secretariat          Ms. Rhazel C. Rigoroso                                      Member</p> <p><b>Prospective Bidder:</b>          Mr. Elmer Bilangel    Mically's          Ms. Maiah Airocel Isidro                                      Center Point Sales and Trading Inc.</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:20 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. The Secretariat presented the Invitation to Observers; however, none of them attended.</li> <li>4. Having established the required quorum, Ms. Rigoroso proceeded with the discussion of the general requirements for government procurement.</li> </ol>

### DISCUSSION

#### I. BID DOCUMENTS

##### INVITATION TO BID

The Chairperson informed the prospective bidders that the technical



specification was improved due to complaints from the agencies using it. Hence, the Approved Budget for the Contract was also increased.

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2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	December 3, 2018
Issuance and Availability of Bid Documents	December 3, 2018
Pre-Bid Conference	December 10, 2018 10:00 AM
Last day of Submission of Written Clarification	December <del>14</del> <b>17</b> , 2018
Last day of Issuance of Bid Bulletin	December <del>17</del> <b>20</b> , 2018
Deadline for Submission <b>of</b> Bids	December 27, 2018 10:00 AM
Opening of Bids	Immediately thereafter

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**The Chairperson stated that the abovementioned amendments will be reflected in a Supplemental Bid Bulletin.**

**INSTRUCTIONS TO BIDDERS**

"NO DISCUSSION"

**BID DATA SHEET**

"NO DISCUSSION"

**GENERAL CONDITIONS OF THE CONTRACT**

"NO DISCUSSION"

**SPECIAL CONDITIONS OF THE CONTRACT**

"NO DISCUSSION"

**SCHEDULE OF REQUIREMENTS**

xxx

Delivery Lead Time: **Within FIFTEEN (15) CALENDAR DAYS from receipt of Delivery Order**

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A prospective bidder inquired if there will be an issuance of a Delivery Order every week since the item will be ordered from the supplier.

**Mr. Dulce replied that, since the item has been out of stock for a long period, the first delivery order must fill the warehouse capacity of the PS. Hence, the succeeding delivery order may be issued monthly, depending on the consumption.**

<b>TECHNICAL SPECIFICATIONS</b>	<p>A prospective bidder asked if a scissors, binded with rivet screw exists.</p> <p><b>Mr. Dulce answered in the affirmative. In addition, the Chairperson stated that the requirement for the rivet screw will be further clarified in a Bid Bulletin.</b></p>
<b>BIDDING FORMS</b>	<p>"NO DISCUSSION"</p>
<b>OTHER MATTERS</b>	<p>"NO DISCUSSION"</p>
<b>ADJOURNMENT</b>	<p>Having no other matters for discussion, the meeting was adjourned at <b>11:30 AM</b></p>
<b>CERTIFICATION</b>	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on <b>December 10, 2018.</b></p>
<b>PREPARED BY</b>	<p style="text-align: center;"> <b>(SGD)</b>  <b>JEROME JEROLD A. CATAPANG</b>          Provisional Member       </p>
<b>CERTIFIED CORRECT</b>	<p style="text-align: center;"> <b>(SGD)</b>  <b>JEFFREY M. BERTUMEN</b>          Ad Hoc Member, PS       </p> <p style="text-align: center;"> <b>(SGD)</b>  <b>DICKSON T. PANTI</b>          Vice-Chairperson       </p> <p style="text-align: center;"> <b>(SGD)</b>  <b>JOSEPH CONRAD D. DUEÑAS</b>          Chairperson       </p>