



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



MINUTES OF MEETING

Friday, December 14, 2018	10:00 AM	Meeting Room 1
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X																					
TYPE OF MEETING	PRE-BID CONFERENCE																					
PROJECT	SUPPLY AND DELIVERY OF CHALK, WHITE ENAMEL FOR PROCUREMENT SERVICE (PS)																					
REFERENCE NO.	PB 18-445-10																					
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Pablo Roman C. Andres</td> <td>Chaiperson</td> </tr> <tr> <td>Jennifer M. Ancheta</td> <td>Provisional Member</td> </tr> <tr> <td>Rodevie L. Cruz</td> <td>Ad Hoc Representative, PS</td> </tr> </table> <p>PROCUREMENT DIVISION X</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Maricel R. Vergel De Dios</td> <td>TWG</td> </tr> <tr> <td>Jack G. Mercado</td> <td>Member</td> </tr> <tr> <td>Jayson C. Erquiza</td> <td>Member</td> </tr> <tr> <td>Barby Ann M. Villamor</td> <td>Secretariat</td> </tr> </table> <p>BIDDER/S</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Janette Quintinita</td> <td>G.T.K.</td> </tr> <tr> <td>Meah Isidro</td> <td>CPSTI</td> </tr> <tr> <td>Jowel Fortuna</td> <td>Kingfiles</td> </tr> </table>		Engr. Pablo Roman C. Andres	Chaiperson	Jennifer M. Ancheta	Provisional Member	Rodevie L. Cruz	Ad Hoc Representative, PS	Maricel R. Vergel De Dios	TWG	Jack G. Mercado	Member	Jayson C. Erquiza	Member	Barby Ann M. Villamor	Secretariat	Janette Quintinita	G.T.K.	Meah Isidro	CPSTI	Jowel Fortuna	Kingfiles
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CALL OF ORDER	<ul style="list-style-type: none"> The scheduled Pre-Bid Conference started at 10:20 AM with the Chairperson presiding. The Chairperson; acknowledged the presence of the attendees. Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference. 																					

	<ul style="list-style-type: none"> • Having established the required quorum, the Secretariat proceeded with abovementioned activity. 	
HIGHLIGHTS OF ACTIVITY	<ul style="list-style-type: none"> • The Chairperson asked the prospective bidders if they are already familiar with the requirements as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. The bidder agreed with it and instructed the Secretariat to proceed with the discussion of the essential parts of the bidding documents. • The representative from G.T.K. clarified if they are required to submit a form of “For Goods Offered From Abroad “or “For Goods Offered From Within the Philippines” as attachment to the Bid Form since this has been a requirement to the other BAC. • As per Chairperson said that the form is optional, he instructed the prospective bidders to submit forms which is included in the bidding documents. • The following are discussed during the Pre-Bid Conference: <ul style="list-style-type: none"> ➤ BDS Clause 5.4 The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty percent (25%) of the ABC for Lot 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract. ➤ BDS 12.1 (a)(i) The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the updated documents. ➤ Section VI. Schedule of Requirements Submission of Samples ➤ Section VII. Technical Specifications • Without any further clarifications from the prospective bidders the TWG proceeded with the discussion of the summary of the bidding activities. 	
	Last day of Submission of Written Clarification	December 18, 2018

	Last day of Issuance of Bid Bulletin	December 21, 2018						
	Deadline for Submission and Opening of Bids	Friday December 28, 2018; 10:00 AM						
	<ul style="list-style-type: none"> • The BAC X reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided. • The BAC will issue a supplemental/bid bulletin to the changes or modification and clarification to be made with regards to the bidding documents which will be posted in the PHILGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity. 							
ADJOURNMENT	<ul style="list-style-type: none"> • Having no other matters for discussion, the meeting was adjourned at 10:40 AM. 							
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Friday, December 14, 2018. 							
PREPARED BY	(SGD) BARBY ANN M. VILLAMOR Secretariat							
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS </td> <td style="width: 50%; text-align: center; vertical-align: top;"> (SGD) JENNIFER M. ANCHETA Provisional Member </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member </td> <td style="text-align: center; vertical-align: top;"> <i>(NOT PRESENT)</i> WEBSTER M. LAUREÑANA Vice-Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> (SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson </td> </tr> </table>		(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS	(SGD) JENNIFER M. ANCHETA Provisional Member	<i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member	<i>(NOT PRESENT)</i> WEBSTER M. LAUREÑANA Vice-Chairperson	(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson	
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