



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



## MINUTES OF MEETING

21 December 2018	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply, Delivery and Installation of Refrigerated Stackable Incubated Shaker for CHED-PCARI
REFERENCE NO.	<b>PB No. 18-448-3</b>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward R. Saddi                      Chairperson          Marc Hordejan                              Vice-Chairperson          Fortunato Cortez, Jr.                      Provisional Member/PMOIC</p> <p><b>Procurement Division 3</b></p> <p>Erica Santos                                      Secretariat</p> <p>End-User's Representative/s:</p> <p>Ezekiel Hilario                                      CHED-PCARI</p> <p><b>Bidders</b></p> <p>Editha Lapuz                                      Chemoscience Phils., Inc.          Jim Gutierrez                                      Mac Tycoon</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</li> <li>2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</li> <li>3. Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li> </ol>

### I. BID DOCUMENTS



<b>INSTRUCTIONS TO BIDDERS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BID DATA SHEET</b>	The Representative from Chemoscience asked about the Mayor's Permit renewal. The Chairperson replied that the BAC will accept the 2018 Mayor's permit or if already filed attached the receipt for renewal.
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TECHNICAL SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.


<b>III. TIMELINE</b>	
<b>POSTING IN PHILGEPS</b>	December 14, 2018
<b>PREBID CONFERENCE</b>	December 21, 2018
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	December 28, 2018
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	January 4, 2019, 10:00 AM










**II. OTHER DISCUSSIONS**

<b>OTHER MATTERS</b>	1. The Chairperson reminded the bidders/suppliers that they have until Dec. 24, 2018 to submit their written clarifications.
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<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>12:10 Noon</b>
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<b>CERTIFICATION</b>	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>21 December 2018</b>
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<b>PREPARED BY</b>	<p>Procurement Division 3:</p> <p style="text-align: center;"> <b>ERICA SANTOS</b> Secretariat</p>
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<b>CERTIFIED CORRECT</b>	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><input checked="" type="checkbox"/> On Official Business <b>ATTY. SEPTON DELA CRUZ</b> AidHoc Representative</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p> <b>FORTUNATO CORTEZ, JR.</b> Provisional Member / PMOIC</p> </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><input checked="" type="checkbox"/> On Official Business <b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p> <b>MARC HORDEJAN</b> Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p> <b>ENGR. EDWARD SADDI</b> Chairperson</p> </td> </tr> </table>	<p><input checked="" type="checkbox"/> On Official Business <b>ATTY. SEPTON DELA CRUZ</b> AidHoc Representative</p>	<p> <b>FORTUNATO CORTEZ, JR.</b> Provisional Member / PMOIC</p>	<p><input checked="" type="checkbox"/> On Official Business <b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p>	<p> <b>MARC HORDEJAN</b> Vice-Chairperson</p>	<p> <b>ENGR. EDWARD SADDI</b> Chairperson</p>	
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<p> <b>ENGR. EDWARD SADDI</b> Chairperson</p>							

*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.*