

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



## **MINUTES OF MEETING**

20 December 2018	10:00 AM EXECUTIVE LOUNGE
MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Folder with Tab, Legal for the Procurement Service (PS)
REFERENCE NO.	PB No. 18-446-3
ATTENDEES	Bids and Awards Committee III  Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Richard Garcia Provisional Member/PMOIC Omar Bernal AdHoc Representative  Procurement Division 3 Erica Santos Secretariat  Bidders Paul De Castro Advance Paper Incorporated
CALL TO ORDER	The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.  Attendees for the activity were introduced and acknowledged. The Secretariat also stated the invited observers, however, not of them confirmed their attendance.  Having established the required quorum, the Secretariat proceeded with the discussion of the activity.

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PRE-BID CONFERENCE
PB No. 18-446-3
Supply and Delivery of Folder with Tab, Legal
for the Procurement Service (PS)



INSTRUCTIONS TO BIDDERS	There were no discussion/amendments made and further instructions from the BAC under this section.
BID DATA SHEET	There were no discussion/amendments made and further instructions from the BAC under this section.
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	10.2 Progress Payment shall be made after acceptance of each delivery.  The Chairperson said that payment will now be made after each delivery.
SCHEDULE OF REQUIREMENTS	There were no discussion/amendments made and further instructions from the BAC under this section.
TECHNICAL SPECIFICATIONS	There were no discussion/amendments made and further instructions from the BAC under this section.
TERMS OF REFERENCE	There were no discussion/amendments made and further instructions from the BAC under this section.
BIDDING FORMS	There were no discussion/amendments made and further instructions from the BAC under this section.

II. TIMELINE	
POSTING IN PHILGEPS	December 13, 2018
PREBID CONFERENCE	December 20, 2018 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	December 27, 2018
DEADLINE FOR SUBMISSION AND	January 3, 2019 ; 10:00 AM

OPENING OF BIDS		
III. OTHER DISCUSSIONS		
OTHER MATTERS	No other matters discussed.	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:00 AM.	
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 20 December 2018.	
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PREPARED BY	ERICA SANTOS Secretariat	
CERTIFIED CORRECT	Bids and Awards Committee III:  OMAR BERNAL Adhloc Representative  On Official Business ATTY. DIVINA GRACIA BACAL Regular Member  ENGR. EDWARD SADDI Chairperson	

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) <del>Double Strike out</del> – denotes deletion; (b) <u>Underline</u> – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.