



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



MINUTES OF MEETING

Thursday, January 17, 2019	10:30 AM	EXECUTIVE LOUNGE
----------------------------	----------	------------------

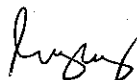
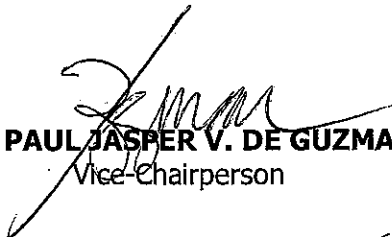

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I												
TYPE OF MEETING	Prebid Conference												
PROJECT	<i>Supply and Delivery of Carbon Film A4 and Various Office Equipment for the Procurement Service</i>												
REFERENCE NO.	PB 18-449-1												
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <table style="width:100%;"> <tr> <td>Engr. Rosana D. Yambao</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Paul Jasper V. De Guzman</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Maybelline N. Galang</td> <td>Provisional Member</td> </tr> </table> <p>PROCUREMENT DIVISION 1</p> <table style="width:100%;"> <tr> <td>Mr. Rodelio D. Mendez Jr.</td> <td></td> </tr> <tr> <td>Ms. Ray-ann V. Sorilla</td> <td></td> </tr> </table> <p>Bidder(s):</p> <table style="width:100%;"> <tr> <td>Ms. Maeah Isidro</td> <td>CPSTI</td> </tr> </table>	Engr. Rosana D. Yambao	Chairperson	Mr. Paul Jasper V. De Guzman	Vice-Chairperson	Ms. Maybelline N. Galang	Provisional Member	Mr. Rodelio D. Mendez Jr.		Ms. Ray-ann V. Sorilla		Ms. Maeah Isidro	CPSTI
Engr. Rosana D. Yambao	Chairperson												
Mr. Paul Jasper V. De Guzman	Vice-Chairperson												
Ms. Maybelline N. Galang	Provisional Member												
Mr. Rodelio D. Mendez Jr.													
Ms. Ray-ann V. Sorilla													
Ms. Maeah Isidro	CPSTI												
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:30 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 												
DISCUSSION													
I. BID DOCUMENTS													
INSTRUCTIONS TO BIDDERS	NO DISCUSSION												

RDY



<p>BID DATA SHEET</p>	<p>Section III Clause 12.1(a)(i)</p> <p>XXX</p> <p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ul style="list-style-type: none"> a. Business Registration; b. 2019 Mayor's Permit; c. 2017 Audited Financial Statement; d. Valid and current Tax Clearance; <p>XXX</p> <p><i>The Chairperson stated the GPPB Resolution 02-2015: mandating the procuring entities to allow the submission of the bidder's recently expired mayor's permit and the Official Receipt as proof that the bidder has applied for renewal of the permit within the prescribed period; Provided that, the current and valid mayor's permit, as renewed, be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid prior to award of contract, as this would enhance competition and facilitate the procurement process.</i></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Section V. Clause 10.2 Page 66</p> <p><u>The Procuring Entity shall allow progress payment for every delivery upon submission of an invoice describing as appropriate the Goods delivered and/or Services rendered.</u></p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO DISCUSSION</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Section VII Technical Requirements</p> <p>Performance Test (Carbon Film A4)</p> <ul style="list-style-type: none"> • Serviceability Test or <i>Wear Down Test</i> using Electronic Typewriter

RDY

	<p>- Clarity of impressions made not less than forty (40) lines.</p> <p>XXX</p> <p>The PMO-in-charge clarify the clarity of impressions of twenty-five (25) lines will be used instead of the forty (40) lines. The Chairperson stated that previous biddings and awards for the Carbon Film A4 and Legal sizes used the twenty-five (25) lines. Updated Technical Requirements for final approval of the Technical Specifications Review Committee and will be posted in a bid bulletin.</p>
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
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 Prebid Conference conducted on Thursday, January 17, 2019.
PREPARED BY	<p>Procurement Division I:</p> <p> MS. MAYBELLINE N. GALANG PMO-in-Charge</p>
CERTIFIED CORRECT	<p> MR. PAUL JASPER V. DE GUZMAN Vice-Chairperson</p> <p> ENGR. ROSANA D. YAMBAO Chairperson</p>