



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



MINUTES OF MEETING

10 January 2019	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Paper, Multipurpose, A4 for the Procurement Service (PS)
REFERENCE NO.	PB No. 18-453-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Sharon Baile Provisional Member/PMOIC</p> <p>Procurement Division 3</p> <p>Jennefer Gemudiano Secretariat Fortunato Cortez, Jr. Member</p> <p>Bidders</p> <p>Paul De Castro Advance Paper Incorporated Joseph Tan NAPPCO Ramil Pangan Runhui Trading</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 10:00 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat also stated the invited observers, however, none of them confirmed their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>



I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS

There were no discussion/amendments made and further instructions from the BAC under this section.

12.1 (a)(i) Valid and current Tax Clearance Certificate

Prospective bidders asked if they can submit their proof of application for their Tax Clearance Certificate when the certificate is not valid and current. The Chairperson answered that it is not acceptable. The Chairperson suggested to the prospective bidders to put their clarifications in writing.

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12.1(a)(i) Valid and current Certificate of PhilGEPS Registration (Platinum Membership).

The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should any of the documents indicated in "Annex A" of the Certificate is not updated, The bidder shall submit the Certificate together with the updated documents.

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):

- a. Business Registration;
- b. Mayor's Permit for 2018 or 2019. If the Bidder submits the Mayor's Permit for 2018, the submission must be accompanied by any verifiable proof that it already applied for the 2019 Mayor's Permit;
- c. 2017 Audited Financial Statement;
- d. Valid and current Tax Clearance Certificate;
- e. PCAB License, if applicable.

In the latter case, the bidder shall submit a valid PhilGEPS Certificate of Registration (Platinum Membership) as part of the post-qualification documents.

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BID DATA SHEET

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	There were no discussion/amendments made and further instructions from the BAC under this section.
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.

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As a requirement in the ITB 15.1 Bid Prices, the Schedule of Prices shall be included as part of Annex "A".

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For Goods Offered From Abroad

Name of Bidder: _____ PB No. 18-453-3² Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIF named place (specify border point or place of destination)	Total CIF or CFR price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col. 4 x 8)

BIDDING FORMS

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

XXX

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xxx

For Goods Offered From Within the Philippines

Name of Bidder: _____ PB No. 18-453-3² Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXXX per item	Transportation and insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)




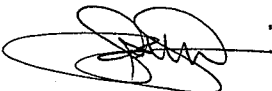
[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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II. TIMELINE	
POSTING IN PHILGEPS	January 3, 2019
PREBID CONFERENCE	January 10, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	January 17, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	January 24, 2019 ; 10:00 AM

III. OTHER DISCUSSIONS	
OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:15 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 10 JANUARY 2019.
PREPARED BY	Procurement Division 3:  JENNEFER GEMUDIANO Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>On Official Business</p> <p>OMAR BERNAL</p> <p>AdHoc Representative</p> </div> <div style="text-align: center;"> <p></p> <p>SHARON BAILE</p> <p>Provisional Member/PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>On Official Business</p> <p>ATTY. DIVINA GRACIA BACAL</p> <p>Regular Member</p> </div> <div style="text-align: center;"> <p></p> <p>MARC HORDEJAN</p> <p>Vice-Chairperson</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p></p> <p>ENGR. EDWARD SADDI</p> <p>Chairperson</p> </div>

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.