



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



MINUTES OF MEETING

Tuesday, January 15, 2019	10:00 AM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF WRAPPING PAPER, KRAFT FOR PROCUREMENT SERVICE (PS)	
REFERENCE NO.	PB 19-001-10	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Jennifer M. Ancheta Rodevie L. Cruz</p> <p>PROCUREMENT DIVISION X Maricel R. Vergel De Dios Barby Ann M. Villamor</p> <p>BIDDER/S Mae-an Airocel Isidro Paul De Castro</p>	<p>Chairperson Provisional Member Ad Hoc Representative, PS</p> <p>Member Secretariat</p> <p>Center Point Sales & Trading Inc. Advance Paper Corporation</p>
CALL OF ORDER	<ul style="list-style-type: none"> • The scheduled Pre-Bid Conference started at 10:40 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. • Having established the required quorum, the Secretariat proceeded with abovementioned activity. 	

- 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 prospective bidders agreed with it and instructed the Secretariat to proceed with the discussion of the essential parts of the bidding documents.
- As instructed by the Chairperson the Secretariat proceeded with the discussion of the following:
 - Section I Invitation to Bid
 - Section III Bid Data Sheet
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 **twenty-five percent (25%) of the ABC for Lot 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.**
 - BDS Clause 12.1 (a) (i)
 - As a requirement the bidder must submit 2018 Mayor's Permit with attach Renewal of Application for 2019 Mayor's Permit, in the absence of 2019 Mayor's Permit.
 - Reiteration of the requirement that the bidder must submit a valid PhilGEPS Registration Certificate with its updated Annex A as part of Post Qualification documents.
 - BDS Clause 29.2
 - Post Qualification Requirements
- Without any further clarification with the prospective bidders the TWG Member proceeded with the discussion of the Section VI Schedule of Requirements and Section VII Technical Specifications.
- The TWG reminded the bidders of the submission of samples.
- Also discussed by the TWG Member is the Annex A Bid Form under Section VIII Bidding.
- Without any further clarifications from the prospective bidders the TWG proceeded with the discussion of the summary of the bidding activities.

	<table border="1"> <tr> <td>Last day of Submission of Written Clarification</td> <td>January 18, 2019</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>January 22, 2019</td> </tr> <tr> <td>Deadline for Submission and Opening of Bids</td> <td>Tuesday, January 29, 2019 10:00 AM</td> </tr> </table>	Last day of Submission of Written Clarification	January 18, 2019	Last day of Issuance of Bid Bulletin	January 22, 2019	Deadline for Submission and Opening of Bids	Tuesday, January 29, 2019 10:00 AM
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ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 11:05 AM. 						
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Tuesday, January 15, 2019. 						
PREPARED BY	(SGD) BARBY ANN M. VILLAMOR Secretariat						
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <p>(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p>(SGD) JENNIFER M. ANCHETA Provisional Member</p> <p><i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p> <p><i>(NOT PRESENT)</i> WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>						