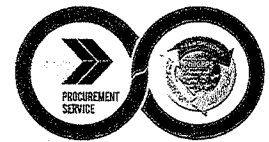




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

16 January 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Alcohol, Ethyl, for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-003-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Marc Hordejan Vice-Chairperson Jennefer Gemudiano Provisional Member/PMOIC Omar Bernal AdHoc Member</p> <p>Procurement Division 3</p> <p>Erica Santos Secretariat Noimie Delos Santos OJT</p> <p>Bidders</p> <p>Philip Panganiban Philusa Corporation Mike Bonifacio Oleofats Incorporated</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 10:00 AM with the Vice-Chairperson presiding.</p> <p>Having established the required quorum, the PMOIC proceeded with the presentation of the bidding documents.</p>







DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	There were no amendments/revisions and further instructions from the BAC under this section.
INSTRUCTIONS TO BIDDERS	There were no amendments/revisions and further instructions from the BAC under this section.
BID DATA SHEET	<p>12.1 (a)(i) 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;</p> <p>The prospective bidder asked if they can submit the Official Receipt of their application for Mayor's Permit. The Vice-Chairperson answered that it is acceptable. The Vice-Chairperson also clarified that during the submission of post-qualification documents, they need to submit the updated Mayor's Permit. He also reminded them that the Annex A of the PhilGEPS Certificate should be updated as well.</p>
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SCHEDULE OF REQUIREMENTS	<p>Suppliers are advised to maintain three (3) months revolving stocks at all times.</p> <p>The prospective bidder asked if they can store their three (3) months revolving stocks on more than one warehouse. He said that they have a warehouse in Pasig and Laguna. The AdHoc Member answered that they can put in writing that they have more than one warehouse where they maintain their revolving stocks.</p> <p>Indicative schedule</p> <p>The prospective bidder said that they encounter delays with the schedule. The Vice-Chairperson said that it is only indicative schedule.</p>

	<p>Sample submission</p> <p>The prospective bidder asked what the required labels in the packaging are. The Vice-Chairperson said that they can refer to the Consumer Act of the Philippines (RA 7394). The prospective bidder also inquired on how they will put the lot numbers when they do not know what the lot numbers are yet. The Vice-Chairperson suggested that they put this clarification in writing.</p> <p>The PMOIC added that there will be an additional two (2) pieces of packaging box required.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>TERMS OF REFERENCE</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>BIDDING FORMS</p>	<p>Bid Form</p> <p>The Vice-Chairperson reminded the prospective bidders that the Financial Bid Form and its Annex should be included in the Financial Envelope.</p> <p>Omnibus Sworn Statement</p> <p>The Vice-Chairperson emphasized that the contact details that will be provided on the Omnibus Sworn Statement especially the email address should be active.</p> <p>Statement of Single Largest Completed Contract similar to the contract to be bid</p> <p>The prospective bidder asked if the similar contract being referred to is not necessarily alcohol. The PMOIC answered that as per Annex J of the Bidding Document, similar contract refer to Cleaning Supplies.</p>
<p>II. TIMELINE</p>	
<p>ADVERTISEMENT/ POSTING OF INVITATION TO BID</p>	<p>January 9, 2019</p>

PRE-BID CONFERENCE	January 16, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	January 23, 2019
DEADLINE OF SUBMISSION OF BIDS/ OPENING OF BIDS	January 30, 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 January 16, 2019.
PREPARED BY	Procurement Division 3:  ERICA SANTOS Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  OMAR BERNAL AdHoc Member </div> <div style="text-align: center;">  JENIFER GEMUDIANO Provisional Member/PMOIC </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>On Official Business</p> ATTY. DIVINA GRACIA BACAL Regular Member </div> <div style="text-align: center;">  MARC HORDEJAN Vice-Chairperson </div> </div> <div style="text-align: center;"> <p>On Leave</p> ENGR. EDWARD SADDI Chairperson </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.