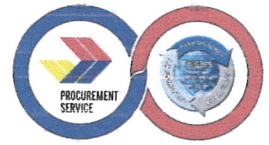




Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

02 May 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Paper, Multicopy, A4 for the Procurement Service (PS)
REFERENCE NO.	<b>PB No. 19-144-3</b>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward Saddi                      Chairperson          Marc Hordejan                          Vice-Chairperson          Sharon Baile                              Provisional Member/PMOIC          Omar Bernal                                AdHoc Member</p> <p><b>Procurement Division 3</b></p> <p>Jennefer Gemudiano                      Member          Erica Santos                                Secretariat</p> <p><b>Bidders</b></p> <p>Paul De Castro                              Advance Paper Corporation          Joseph Tan                                  NAPPCO</p>
CALL TO ORDER	<p>The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm 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 amendments/revisions made and further instructions from the BAC under this section.
BID DATA SHEET	<p><i>Page 38</i></p> <p>xxx</p> <p><b>5.4 Statement of Single Largest Completed Contract</b></p> <ul style="list-style-type: none"> <li>➤ NAPPCO representative asked if the similar contract being referred to is only limited to contracts of items listed on Annex J. The Committee answered affirmatively.</li> </ul> <p>xxx</p> <p><i>Page 43</i></p> <p>xxx</p> <p><b>29.2 Certificate of PhilGEPS Registration</b></p> <ul style="list-style-type: none"> <li>➤ The Committee reminded the prospective bidders to update their Certificate of PhilGEPS Registration and its Annex A during post-qualification submission.</li> </ul> <p>xxx</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><i>Page 70</i></p> <p>xxx</p> <ul style="list-style-type: none"> <li>➤ NAPPCO representative requested if the first batch of delivery can</li> </ul>


	<p>be extended to forty-five (45) calendar days from receipt of Notice to Proceed (NTP). The Committee requested the prospective bidder to put their request in writing. Any amendment will be reflected on the Bid Bulletin.</p> <p>XXX</p>
<b>TECHNICAL SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.

### III. TIMELINE

<b>POSTING IN PHILGEPS</b>	April 25, 2019
<b>PREBID CONFERENCE</b>	May 2, 2019 ; 10:00 AM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	May 9, 2019
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	May 16, 2019 ; 10:00 AM

### II. OTHER DISCUSSIONS

<b>OTHER MATTERS</b>	No other matters discussed.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>11:00 AM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>02 May 2019</b> .

<p><b>PREPARED BY</b></p>	<p>Procurement Division 3:</p>  <p><b>ERICA SANTOS</b> Secretariat</p>
<p><b>CERTIFIED CORRECT</b></p>	<p>Bids and Awards Committee III:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>OMAR BERNAL</b> AdHoc Member</p> <p><i>On Official business</i></p> <p><b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> </div> <div style="text-align: center;">  <p><b>SHARON BAILE</b> Provisional Member / PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><b>MARC HORDEJAN</b> Vice-Chairperson</p> </div> <div style="text-align: center;">  <p><b>ENGR. EDWARD SADDI</b> Chairperson</p> </div> </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.*