



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



## MINUTES OF MEETING

07 May 2019 1:30 PM CONFERENCE ROOM A

<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee III</b>
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>
<b>PROJECT</b>	Supply and Delivery of Ribbon Cartridge for EPSON Printer for PS (Ordering Agreement)
<b>REFERENCE NO.</b>	<b>PB No. 19-152-3</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee III</b></p> <p>Engr. Edward Saddi                      Chairperson          Marc Hordejan                      Vice-Chairperson          Erica Santos                      Provisional Member/PMOIC          Omar Bernal                      AdHoc Representative</p> <p><b>Procurement Division 3</b></p> <p>Fortunato Cortez, Jr.                      Member/Secretariat</p> <p><b>Bidders</b></p> <p>Ley Salcedo                      Accessories &amp; Supplies Depot, Inc.          Joanne Guanzon                      Integrated Computer System</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-Bid Conference</b> started at <b>01:30 PM</b> with the Chairperson presiding.</li> <li>2. Attendees for the activity were introduced and acknowledged.</li> <li>3. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the activity.</li> </ol>

### DISCUSSION

#### I. BID DOCUMENTS



**INVITATION TO BID**

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	April 30, 2019
Issuance and Availability of Bid Documents	April 30, 2019
Pre-Bid Conference	May 7, 2019, 1:30 PM
Last day of Submission of Written Clarification	May 10, 2019
Last day of Issuance of Bid Bulletin	May <del>15</del> 14, 2019
Deadline for Submission of Bids	May <del>22</del> 21, 2019, 1:30 PM
Opening of Bids	Immediately after the Deadline of Submission of Bids

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be conducted on May ~~22~~ 21, 2019, 01:30 PM at the Bidding Room, Conference Room, Procurement Service, Cristobal St., Paco, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected also.**

**INSTRUCTIONS TO BIDDERS**

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

**BID DATA SHEET**

XXXX

21. The address for submission of bids is:






*Procurement Service  
Bids and Awards Committee 3  
2ns Floor, PS Complex, RR Road  
Cristobal St., Paco, Manila*

The deadline for submission of bids is on May ~~22~~ 21, 2019, 01:30 PM

XXXX

Ms. Guanzon of Integrated Computer System asked the Chairperson about the definition of Principal in relation to Distributor and Manufacturer. The

	Chairperson explained that if the manufacturer has a contract with a company (principal) and the principal will have a contract with another company (distributor) to distribute the product.						
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.						
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.						
<b>SCHEDULE OF REQUIREMENTS</b>	<b>INDICATIVE DELIVERY ORDER SCHEDULE UNDER THE ORDERING AGREEMENT</b>						
	<table border="1"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12,190 cart</td> <td>Ribbon Cart, EPSON C13S015632 , Black for LX-310</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	12,190 cart	Ribbon Cart, EPSON C13S015632 , Black for LX-310
	LOT NO.	QUANTITY	ITEM DESCRIPTION				
	1	12,190 cart	Ribbon Cart, EPSON C13S015632 , Black for LX-310				
	<b>INDICATIVE DELIVERY SCHEDULE</b>	<b>QUANTITY</b>					
	1st	within 15 calendar days from receipt of Delivery order	2,035				
	2nd	within 15 calendar days thereafter	2,031				
	3rd	within 15 calendar days thereafter	2,031				
	4th	within 15 calendar days thereafter	2,031				
	5th	within 15 calendar days thereafter	2,031				
6th	within 15 calendar days thereafter	2,031					
		12,190					
<b>TECH SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.						

TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>III. TIMELINE</b>	
POSTING IN PHILGEPS	April 30, 2019
PREBID CONFERENCE	May 7, 2019, 1:30 PM
LAST DAY OF SUBMISSION OF WRITTEN CLARIFICATION	May 10, 2019
LAST DAY OF ISSUANCE OF BID BULLETIN	May 14, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	May 21, 2019, 1:30 PM
<b>IV. OTHER DISCUSSIONS</b>	
OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>03:10 PM</b>
CERTIFICATION	We certify that the foregoing is true account of <b>Pre-Bid Conference</b> conducted on <b>07 May 2019</b> .
PREPARED BY	Procurement Division 3:  <b>FORTUNATO CORTEZ, JR.</b> Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>OMAR BERNAL</b>  AdHoc Member  On Official Business </div> <div style="text-align: center;">   <b>ERICA SANTOS</b>  Provisional Member / PMO-in-Charge </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <b>ATTY. DIVINA GRACIA A. BACAL</b>  Regular Member </div> <div style="text-align: center;">   <b>MARC HORDEJAN</b>  Vice-Chairperson </div> </div> <div style="text-align: center; margin-top: 10px;">   <b>ENGR. EDWARD SADDI</b>  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.