## **MINUTES OF MEETING**

MEETING CALLED BY	Bids and Awards Commit	tee III
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Truncheon for Philippine National Police (PNP)	
REFERENCE NO.	PB No. 19-167-3	
	Bids and Awards Committee III	
	Engr. Edward Saddi	Chairperson
	Marc Hordejan	Vice-Chairperson
	Fortunato Cortez, Jr.	Provisional Member/PMOIC
	PCOL Mario Reyes	AdHoc Member
	Procurement Division 3	
ATTENDEES	Erica Santos	Secretariat
	End-User's Representatives	
	Malou Rufon	PNP
	PYAAS Delmar Balinang	PNP
	NUP Benito Jayectin	PNP
	Bidder/s	
	Dennis Mancilla	Subtledge Trading
	<ol> <li>The scheduled Pre-bid Conference started at 1:30 PM with the Chairperson presiding.</li> </ol>	
CALL TO ORDER	2. Attendees for the activity were introduced and acknowledged however	
	invited observers did not confirm their attendance.	
	<ol><li>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li></ol>	

## I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	Mr. Mancilla said that he had a similar single largest contract from the City of Marawi which comprises helmets and other criminalistic equipment. The Chairperson reminded him to submit all necessary documentation for the said project.
BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.
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	Mr. Mancilla asked if a sample can be submitted on or before the opening of bids. The Chairperson replied with affirmation.
TECHNICAL SPECIFICATIONS	Mr. Mancilla submitted a letter of clarification (technical aspect) and was forwarded to PNP. PNP will reply to the said queries and necessary changes will be reflected in the Bid Bulletin.
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.

III. TIMELINE	
POSTING IN PHILGEPS	May 20, 2019
PREBID CONFERENCE	June 10, 2019, 1:30 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	June 17, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	June 24, 2019. 1:30 PM
II. OTHER DISCUSSIO	NS
OTHER MATTERS	To issue a Bid Bulletin on the following amendments:

Invitation to Bid Page 4

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

the summary of the studing detivities is as follows.			
Advertisement/Posting of Invitation to Bid	May 20, 2019		
Issuance and Availability of Bid Documents	May 20, 2019	To amend the	
Pre-Bid Conference	June 10, 2019, 1:30 PM	Bidding Activities due	
Last day of Submission of Written Clarification	June 14, 2019	to the proclamation	
Last day of Issuance of Bid Bulletin	June 17, 2019	of June 24, 2019 as a Non-	
Deadline for Submission of Bids	June 25, 2019, 1:30 PM June 25, 2019, 1:30 PM	Working day at City of Manila	
Opening of Bids	Immediately after the Deadline of Submission of Bids		

XXX

Technical Specifications Page 71

XXX

AGENCY SPECIFICATIONS	BIDDER'S	
	STATEMENT OF	

	COMPLIANCE	
TRUNCHEON, Brand New		
MATERIAL: Rattan (Matured/Seasoned and Dry)		
<b>FINISH:</b> Round, Straight, and Smooth finish		To amend the instructions
WEIGHT: 550 grams maximum		under Section
<b>DIAMETER:</b> $1'' - 1 \frac{1}{4}$ " to be measured at the center		VII. Technical Specifications
LENGTH: 30"		-
With ANTI-SLIP Rubber handle 1/8" thick and 6" long, refer to attached pictures of truncheon		
With ANTI-SLIP 3/16" diameter nylon cord or a better material installed before the rubber Handle, refer to attached pictures of truncheon		Please refer to the revised Technical Specifications
Natural Color Varnish		labelled as
Must pass the PNP functional test: Must not be broken down after three (3) strikes to hard objects like concrete post or G.I. pipe or helmets to be conducted by a medium built individual with a weight of 70 kgs to 80 kgs designated		"Appendix "B"

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>3:10 PM</b>		
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 10 JUNE 2019.		
PREPARED BY	Procurement Division 3:  SGD ERICA SANTOS Secretariat		
	Bids and Awards Committee III:		
		SGD	
	PCOL MARIO REYES	FORTUNATO CORTEZ, JR.	
	AdHoc Representative	Provisional Member / PMOIC	
CERTIFIED CORRECT	ON OFFICIAL BUSINESS	SGD	
	ATTY. DIVINA GRACIA BACAL	MARC HORDEJAN	
	Regular Member	Vice-Chairperson	
	SGD		
	ENGR. EDWARD SADDI		
	Chairperson		

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) <del>Double</del> <del>Strike out</del> – denotes deletion; (b) <u>Underline</u> – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.