

MINUTES OF MEETING

04 June 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 Folder with Tab, A4 for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-175-3
ATTENDEES	<p>Bids and Awards Committee III Marc Hordejan Vice-Chairperson Richard Garcia Provisional Member/PMOIC Omar Bernal AdHoc Member</p> <p>Procurement Division 3 Erica Santos Secretariat Jennefer Gemudiano Member Fortunato Cortez, Jr. Member</p> <p>Bidders Paul de Castro Advance Paper Corporation Resurreccion Derramas Triplex Enterprises Incorporated</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 10:30 AM 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	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	<p>Third Party testing</p> <ul style="list-style-type: none"> Representative from Advance Paper Corporation suggested to the Committee to check with the third party testing center the availability of some of the testing equipment, because they encountered an instance where the machine was still under calibration. The Committee took note of the suggestion.
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> Representative from Advance Paper Corporation asked if there is a tolerance when it comes to the shades of color of the item. He requested that there may be a tolerance when it comes to the visual evaluation of the item during post-qualification. The Committee requested for the written request from them. Representative from Triplex Enterprises Incorporated suggested that tagboard, may be replaced by other materials because the said material is costly. The Committee requested for the written request from the prospective bidder.
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	<ul style="list-style-type: none"> Representative from Triplex Enterprises asked what will happen if the Unit Price and the Total Price does not reconcile with each other. The Committee answered that the most advantageous price will prevail.

II. TIMELINE

POSTING IN PHILGEPS	May 28, 2019
PREBID CONFERENCE	June 4, 2019, 10:00 AM

LAST DAY OF ISSUANCE OF BID BULLETIN	June 11, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	June 18, 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 04 June 2019.						
PREPARED BY	Procurement Division 3: SGD ERICA SANTOS Secretariat						
CERTIFIED CORRECT	Bids and Awards Committee III: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">SGD OMAR BERNAL AdHoc Member</td> <td style="text-align: center; width: 50%;">SGD RICHARD GARCIA Provisional Member / PMOIC</td> </tr> <tr> <td style="text-align: center;">ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</td> <td style="text-align: center;">SGD MARC HORDEJAN Vice-Chairperson</td> </tr> <tr> <td colspan="2" style="text-align: center;">ON OFFICIAL BUSINESS ENGR. EDWARD SADDI Chairperson</td> </tr> </table>	SGD OMAR BERNAL AdHoc Member	SGD RICHARD GARCIA Provisional Member / PMOIC	ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member	SGD MARC HORDEJAN Vice-Chairperson	ON OFFICIAL BUSINESS ENGR. EDWARD SADDI Chairperson	
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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.