

MINUTES OF MEETING

03 September 2019	01:30 PM	MEETING ROOM 1
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Handbook on Philippine Government Procurement, RA 9184, 8 TH Edition for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-189-3
ATTENDEES	Bids and Awards Committee III Engr. Edward Saddy Chairperson Jennefer Gemudiano Provisional Member/PMOIC Omar Bernal AdHoc Member Procurement Division 3 Erica Santos Secretariat Bidders Rea Joy Pua Color1digital, Inc. Emele Balledo Color1digital, Inc. Christelle Arceo Transprint Corporation Anna Pamesa Kayumanggi Press, Inc. Jovie Del Rosario Bloombooks, Inc. Hernand Baun Bloombooks, Inc. Abigail Echanu Vibal Publishing House, Inc. Gerald Manuel Vibal Publishing House, Inc. Julie Kaye Pelogello Printwell, Inc. Amanita Antonio Velprint Corporation Cristina Santos Ectec FEP Printing Corporation
CALL TO ORDER	The scheduled Pre-bid Conference started at 01:30 PM with the Chairperson presiding. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.

	Having established the required quorum, the Secretariat proceeded with the discussion of the activity.
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, Clause 5.4</i></p> <p>xxx</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) twenty five percent (25%) of the ABC.</p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Necessary changes will be issued through Bid Bulletin.
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	<ul style="list-style-type: none"> ➤ Prospective bidders inquired about direct deliveries. They asked the minimum quantity to be delivered per area. The Committee answered that 1,500 handbooks is the minimum quantity.
SCHEDULE OF REQUIREMENTS	<p>Submission of sample</p> <ul style="list-style-type: none"> ➤ The Chairperson reminded prospective bidders to submit the samples required on or before the deadline of submission of bids. He emphasized that the sample to be submitted should be in accordance with the technical specifications. <p>xxx</p> <p><i>Page 71, Submission of Samples/Demo Units</i></p> <p>xxx</p> <p>In order to reduce the testing period by half, suppliers are required to pay</p>

	<p>double the standard testing fees.</p> <p>xxx</p> <ul style="list-style-type: none"> ➤ Necessary changes will be reflected through Bid Bulletin. 	
TECHNICAL SPECIFICATIONS	<p>Page 73</p> <p>xxx</p>	
	Agency Specifications	Bidder's Statement of Compliance
	<p>Handbook on Philippine Government Procurement, RA 9184, 8th Edition</p> <p>Conforms to the attached Technical Specifications PS STANDARD NO. PP 015:2014 UNSPSC Code No. 55101524-RA-H01 Dated June 11, 2018</p>	<p>Brand:</p>
	<p>xxx</p> <ul style="list-style-type: none"> ➤ Necessary changes will be reflected through Bid Bulletin. <p>xxx</p> <ul style="list-style-type: none"> ➤ Prospective bidders asked regarding the kind of paper to be used for the sample. The Committee answered that any paper can be used for the sample because it will undergo proofing. ➤ Prospective bidders asked for the pantone color of the book. The Chairperson answered that no specific pantone color is indicated. The PMOIC presented the sample. Prospective bidders also asked for the number of colors. The Committee answered that as per the technical specifications, six (6) colors are required. ➤ Prospective bidders asked if the digital proofing is needed. The Committee answered that digital proofing is also allowed, as well as the hard copy of the handbook. The Chairperson emphasized that only the awardee will submitted the sample handbook for proofing. 	

TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	<p>Statement of Single Largest Contract similar to the Contract to be bid and Statement of All On-going Contracts and Awarded but not yet started Contracts</p> <ul style="list-style-type: none"> ➤ Prospective bidders inquired whether they need to provide the attachments or proofs for the Annex C (Statement of Single Largest Contract similar to the Contract to be bid) and Annex C1 (Statement of All On-going Contracts and Awarded but not yet started Contracts) during Bid Opening. The Chairperson answered that supporting documents for these forms are not necessarily required to be submitted during Bid Opening. He emphasized that supporting documents are required during post-qualification stage.

II. TIMELINE

POSTING IN PHILGEPS	August 22, 2019
PREBID CONFERENCE	September 3, 2019 ; 01:30 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	September 10, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	September 17, 2019 ; 01:30 PM

III. OTHER DISCUSSIONS

OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 03:30 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on September 3, 2019.

<p>PREPARED BY</p>	<p>Procurement Division 3:</p> <p style="text-align: center;">SGD ERICA SANTOS Secretariat</p>						
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD OMAR BERNAL AdHoc Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD JENNEFER GEMUDIANO Provisional Member / PMOIC</p> </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS MARC HORDEJAN Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>SGD ENGR. EDWARD SADDI Chairperson</p> </td> </tr> </table>	<p>SGD OMAR BERNAL AdHoc Member</p>	<p>SGD JENNEFER GEMUDIANO Provisional Member / PMOIC</p>	<p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p>	<p>ON OFFICIAL BUSINESS MARC HORDEJAN Vice-Chairperson</p>	<p>SGD ENGR. EDWARD SADDI Chairperson</p>	
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