



## MINUTES OF MEETING

05 August 2019 10:00 AM MEETING ROOM 1

MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Envelope, Mailing with Window
REFERENCE NO.	<b>PB No. 19-246-3</b>
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <p>Marc Hordejan Vice-chairperson          Fortunato Cortez, Jr. Provisional Member/PMOIC          Omar Bernal AdHoc Member</p> <p><b>Procurement Division 3</b></p> <p>Erica Santos Secretariat</p> <p><b>Bidder/s</b></p> <p>Juliet Villena Advance Computer Forms, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:00 AM</b> with the Vice-chairperson presiding.</li> <li>2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</li> <li>3. Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li> </ol>

<b>I. BID DOCUMENTS</b>	
INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.



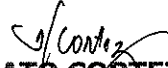
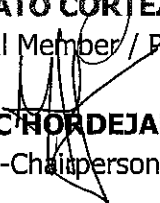
PRE-BID CONFERENCE  
 PB No. 19-246-3

*cf.*

<b>BID DATA SHEET</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<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>	There were no amendments/revisions made and further instructions from the BAC under this section.
<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.

<b>III. TIMELINE</b>	
<b>POSTING IN PHILGEPS</b>	July 29, 2019
<b>PREBID CONFERENCE</b>	August 05, 2019, 10:00 AM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	August 12, 2019
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	August 19, 2019, 10:00 AM

<b>II. OTHER DISCUSSIONS</b>	
<b>OTHER MATTERS</b>	Ms. Villena of Advance Computer Forms, Inc. asked about sample submission. The Vice-chairperson replied that for consistency purposes the sample submitted during bid opening should be consistent with the items to be delivered.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:25 AM.</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>05 August 2019.</b>
PREPARED BY	Procurement Division 3:  <b>ERICA SANTOS</b> Secretariat
CERTIFIED CORRECT	<p>Bids and Awards Committee III:</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>OMAR BERNAL</b>  AldHoc Representative  <del>On Official Business</del> </div> <div style="text-align: center;">   <b>FORTUNATO CORTEZ, JR.</b>  Provisional Member / PMOIC </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <del>On Official Business</del>  <b>ATTY. DIVINA GRACIA 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;"> <del>On Official Business</del>  <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.