



MINUTES OF MEETING

29 OCTOBER 2019

10:30 AM

EXECUTIVE LOUNGE

MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Alcohol, Ethyl for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-309-3
ATTENDEES	Bids and Awards Committee 3 Engr. Edward R. Saddi Chairperson Marc Hordejan Vice Chairperson Jennefer Gemudiano Provisional Member/PMOIC Procurement Division 3 Erica Santos Member Bidders Liza Sotelo Kohl Industries Anne Perez Gakken Philippines, Inc. Philip Panganiban Philusa Corporation Rafa Sunga Manpower for Advertising Services Agency and Trading Inc.
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-bid Conference started at 10:30AM with the Chairperson presiding.2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.3. 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	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	There were no amendments/revisions made and further instructions from the BAC under this section.
TECHNICAL SPECIFICATIONS	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.

III. TIMELINE	
POSTING IN PHILGEPS	October 22, 2019
PREBID CONFERENCE	October 29, 2019; 10:30AM



LAST DAY OF SUBMISSION OF WRITTEN CLARIFICATION	November 02, 2019
LAST DAY OF ISSUANCE OF BID BULLETIN	November 05, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	November 12, 2019; 10:30AM

II. OTHER DISCUSSIONS

OTHER MATTERS	No other matters discussed.
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00NN.						
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 29 October 2019.						
PREPARED BY	Procurement Division 3: SGD ERICA B. SANTOS Secretariat						
CERTIFIED CORRECT	Bids and Awards Committee III: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">On Official Business OMAR O. BERNAL Provisional Member / AdHoc</td> <td style="text-align: center;">SGD JENNEFER C. GEMUDIANO Provisional Member / PMOIC</td> </tr> <tr> <td style="text-align: center;">On Official Business ATTY. DIVINA GRACIA A. BACAL Regular Member</td> <td style="text-align: center;">SGD MARC DLR. HORDEJAN Vice Chairperson</td> </tr> <tr> <td colspan="2" style="text-align: center;">SGD ENGR. EDWARD R. SADDI Chairperson</td> </tr> </table>	On Official Business OMAR O. BERNAL Provisional Member / AdHoc	SGD JENNEFER C. GEMUDIANO Provisional Member / PMOIC	On Official Business ATTY. DIVINA GRACIA A. BACAL Regular Member	SGD MARC DLR. HORDEJAN Vice Chairperson	SGD ENGR. EDWARD R. SADDI Chairperson	
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Republic of the Philippines
Department of Budget and Management
**PROCUREMENT SERVICE -
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM
BIDS AND AWARDS COMMITTEE**



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.