



MINUTES OF MEETING

03 December 2019	10:00 AM	MEETING ROOM 2
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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, Legal for the Procurement Service (PS)
REFERENCE NO.	PB No. 19-327-3
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</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 10:00 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	<ul style="list-style-type: none"> The PMOIC emphasized that the new requirement for similar contract for this project is now under paper products.

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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"> Mr. De Castro raised his concern regarding the delivery sites that are located in/nearby EDSA. He stated that their delivery trucks are not allowed to pass by EDSA so they will deliver the items using only canter-trucks.
SCHEDULE OF REQUIREMENTS	There were no amendments/revisions made and further instructions from the BAC under this section.
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> Mr. De Castro stated that on other bidding for common-use items, the new labelling requirement is now in effect. He clarified if the new labelling requirement will be applied for this project. The Vice-Chairperson mentioned that since the new labelling requirement was approved after the project was already posted; the new labelling requirement is not required. He added that additional costing must be considered. The Vice-Chairperson asked Mr. De Castro to put in writing his concern.
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.

II. TIMELINE	
POSTING IN PHILGEPS	November 26, 2019
PREBID CONFERENCE	December 3, 2019, 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	December 10, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	December 17, 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.

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<p>CERTIFICATION</p>	<p>We certify that the foregoing is true account of Pre-bid Conference conducted on 03 December 2019.</p>
<p>PREPARED BY</p>	<p>Procurement Division 3: [REDACTED] ERICA SANTOS Secretariat</p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <p>[REDACTED] OMAR BERNAL AdHoc Member</p> <p>[REDACTED] RICHARD GARCIA Provisional Member / PMOIC</p> <p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p> <p>[REDACTED] MARG HORDEJAN Vice-Chairperson</p> <p>ON OFFICIAL BUSINESS ENGR. EDWARD SADDI Chairperson</p>

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.