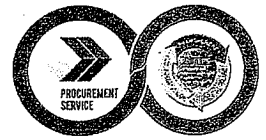




Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

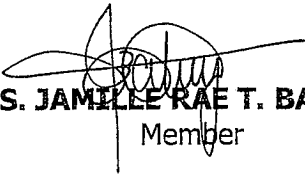



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| Thursday, 22 November 2018 | 2:00 PM | Meeting Room 1 |
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| MEETING CALLED BY | Bids and Awards Committee VIII | |
| TYPE OF MEETING | Pre-Bid Conference | |
| PROJECT | Supply and Delivery of Envelope, Documentary, A4 and Legal Size Documents for the Procurement Service (Framework Agreement) | |
| REFERENCE NO. | PB No. 18-385-8 | |
| ATTENDEES | <div>Bids and Awards Committee VIII</div> <div><div>Engr. Jaime M. Navarrete, Jr.</div><div>Mr. Joseph P. Balagtas</div><div>Ms. Mary Norma E. Calderon</div><div>Mr. Brian N. Gerona</div></div> <div><div>Chairperson</div><div>Vice Chairperson</div><div>Provisional Member</div><div>Ad Hoc Representative</div></div> <div>Procurement Division VIII</div> <div><div>Mr. Paul Armand A. Estrada</div><div>Ms. Jamille Rae T. Baluyot</div><div>Mr. Mark John O. Nofies</div></div> <div><div>Member</div><div>Member</div><div>Member</div></div> <div>Bidder(s)</div> <div><div>Ms. Virgie Palma</div><div>Centurian International, Corp.</div></div> | |
| CALL TO ORDER | The scheduled Pre-Bid Conference started at 2:40 PM presided by the Chairperson. | |
| COMPLIANCE TO R.A. 9184 | The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184. | |

DISCUSSION

I. BID DOCUMENTS

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| INVITATION TO BID | No further clarification. |
| INSTRUCTION TO BIDDERS | No further clarification. |
| BID DATA SHEET | <p>BDS 5.4 p. 38</p> <p>xxx 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%) of the ABC for each lot. Xxx</p> <ul style="list-style-type: none"> • The Representative from Centurian In'tl Corp. requested to amend the the percentage equivalent of Single Largest Completed Contracts for both lots. • The Committee clarified that the coverage of the SLCC will be amended from 50% to 25% due to typographical error. Amendment will be reflected on the issuance of the Supplemental Bid Bulletin. |
| GENERAL CONDITIONS OF THE CONTRACT | No further clarification. |
| SPECIAL CONDITIONS OF THE CONTRACT | No further clarification. |
| SCHEDULE OF REQUIREMENTS | <ul style="list-style-type: none"> • The Provisional Member clarified the Delivery Period on the Framework Agreement List. Quantity of items shall be delivered fifteen (15) days upon receipt of Delivery Order. The quantity to be delivered, however, is tentative as it shall conform to the allowable space permitted by the Warehouse and Logistics Division. • The Representative from Centurian Int'l, Corp. raised their problem with the large quantity to be delivered monthly for Lot No. 2: Envelope, documentary, legal size. • The BAC took note of the manifestation for further discussion. |
| TECHNICAL SPECIFICATIONS | No further clarification. |

| III. OTHER MATTERS | |
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| OTHER MATTERS | The BAC reminded the bidder to send a written inquiry letter for clarification. Answers and any changes shall reflect in the Supplemental Bid Bulletin. |
| CERTIFICATION | We certify that the foregoing is the true account of the Prebid Conference conducted on November 22, 2018. |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 3:25 PM. |
| PREPARED BY | <p>PROCUREMENT DIVISION VIII</p>  <p>MS. JAMILLE RAE T. BALUYOT Member</p> |
| CERTIFIED CORRECT | <p>BIDS AND AWARDS COMMITTEE VIII</p>  <p>ENGR. JAIME M. NAVARRETE, JR Chairperson</p>  <p>MR. JOSEPH P. BALAGTAS Vice-Chairperson</p>  <p>MS. MARY NORMA E. CALDERON Provisional Member</p> <p>MR. BRIAN N. GERONA Ad Hoc Representative, CUSE</p> |