



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



MINUTES OF MEETING

Date: Thursday, December 20, 2018	Time: 2:00 PM	Venue: OED Conference Room
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MEETING CALLED BY	Procurement Division VIII (PD VIII)	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Supply and Delivery of Electric Fans and External Hard Drive for the Procurement Service (PS) and Supply and Delivery of Various Office Supplies for the Procurement Service (PS)	
REFERENCE NO.	Public Bidding No. 18-443-8 and Public Bidding No. 18-444-8	
ATTENDEES	Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph Balagtas Vice-Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Ms. Mary Norma E. Calderon Provisional Member Procurement Division VIII Mr. Jose Rafael M. Magno Member Mr. Paul Armand A. Estrada Member Ms. Jamille Rae T. Baluyot Member Engr. Mark John Nofies Member Prospective Bidders Mr. Jersson Quimno Innovalite Electrical Ent. Ms. Ivy C. Novicio SH International Mr. Jowel C. Fortuna King Files Mr. Michael Felipe M. Base Mr. Jeremy Casignia Accel Prime Technologies Inc. Ms. Anne Libunao Center Point Sales	
CALL TO ORDER	The scheduled activity started at 2:10 PM presided by Chairperson.	
COMPLIANCE TO R.A. 9184	After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers in compliance to R.A. 9184.	

DISCUSSIONS

I. BID DOCUMENTS

SCHEDULE OF REQUIREMENTS

- Representative from M. Base requested to clarify the units to be delivered monthly and the payment for the items delivered.
 - The Committee clarified that supplier may collect payment every after acceptance of the item. Once the items secure the ICAR, the accounting division may proceed with the payment of the delivery.

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- Lot 2: Envelope, Expanding, Plastic
xxx
Unit of measurement : ~~boxes~~ pieces
xxx

The Committee clarified that boxes will be amended as pieces. Based on historical data, unit of measurement for the item are per piece. Amendments will be reflected in the issuance of the Supplemental Bid Bulletin.

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- Lot 3: Twine, Plastic
xxx
Unit of measurement : ~~boxes~~ rolls
xxx

The Committee clarified that boxes will be amended as rolls due to typographical error. Amendments will be reflected in the issuance of the Supplemental Bid Bulletin.

TECHNICAL SPECIFICATIONS

Lot 4: External Hard Drive

- The Representative from M. Base requested to clarify if thunder bolt for IOS will be required. Further, he requested to clarify if markings will be required in the items.
 - The Committee clarified that the Technical Specification are just minimum requirements. If the bidder offers higher or better specification, this will be acceptable to the Committee. The minimum specification required must be complied.

III. OTHER MATTERS

OTHER MATTERS

- The definition of the Single Largest Contract together with the coverage was discussed. No further clarification was raised.
- The Committee reminded the bidders on the use of Competent Evidence of Identity under the Notarial Rule. Non-Compliance of the same may result to disqualification of the proposal.
- The Committee reminded the bidders to use the prescribed forms indicated in the Bidding Documents.
- The Committee clarified that expired permits under PhilGEPS Registration Certificate, Platinum Membership, List of Eligibility Documents, particularly on the Mayor's Permit must be accompanied by a proof of application and Official Receipt of the renewal.
- The Deadline for Submission will be postponed to give ample time to the bidders to submit the proof of application of the Mayor's Permit.
- The Committee reminded the bidders to submit their proposals on time and follow the procedure in the submission.

CERTIFICATION

We certify that the foregoing is the true account of the Pre-Bid Conference conducted on December 20, 2018.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at 4:00 PM.

PREPARED BY

Procurement Division VIII:

JOSE RAFAEL M. MAGNO

Member

PAUL ARMAND ESTRADA

Member


JAMILLE RAE T. BALUYOT

Member

ENGR. MARK JOHN O. NOFIES

Member

Bids and Awards Committee VIII:


MARY NORMA E. CALDERON
Provisional Member


JOSEPH P. BALAGTAS
Vice-Chairperson


ENGR. JAIME M. NAVARRETE, JR.
Chairperson

REVIEWED BY