



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



MINUTES OF MEETING

Friday, January 18, 2019 10:50 AM MEETING ROOM 1

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	<i>Supply and Delivery of Acetate for the Procurement Service (PS)</i>	
REFERENCE NO.	PB 19-009-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Mr. Webster M. Laureñana Atty. Divina Gracia A. Bacal Ms. Barby Ann M. Villamor Ms. Rodevie L. Cruz	Chairperson Vice-Chairperson Regular Member Provisional Member/PMO-in-Charge Ad Hoc Representative
	Procurement Division X Ms. Maricel R. Vergel de Dios Ms. Jennifer M. Ancheta Mr. Jack G. Mercado Mr. Jayson C. Erquiza Engr. Chanel Fiji C. Melo	Secretariat Member Member Member Member
	Bidder Ms. Maeah Airocel Isidro	CPSTI
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Prebid Conference started at 10:50 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements. 	



DISCUSSION

I. DOCUMENTATIONS							
DOCUMENTATIONS	<ul style="list-style-type: none"> The Chairperson stated that since the Bidder are familiar with the government procurement, she instructed the BAC Secretariat to proceed with the discussion of Bid Data Sheet. The bidder acknowledged it. 						
INVITATION TO BID	"NO DISCUSSION"						
INSTRUCTION TO BIDDERS	"NO DISCUSSION"						
BID DATA SHEET	<p>SECTION III ITB Clause 5.4 Page 38</p> <p>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 Twenty-five percent (25%) of the ABC for Lot No. 1. Please Refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</p> <ul style="list-style-type: none"> <i>The BAC Secretariat stated the Similar Contract of the project refers to Office Supplies.</i> 						
GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"						
SPECIAL CONDITIONS OF CONTRACT	"NO DISCUSSION"						
SCHEDULE OF REQUIREMENTS	<p>SECTION VI Page 66-69</p> <table border="1"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11, 721 rolls</td> <td>ACETATE, transparent, 50 meters per roll</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	11, 721 rolls	ACETATE, transparent, 50 meters per roll
LOT NO.	QUANTITY	ITEM DESCRIPTION					
1	11, 721 rolls	ACETATE, transparent, 50 meters per roll					

		DELIVERY SCHEDULE	QUANTITY
	1st	within 30 calendar days from receipt of NTP	1,971
	2nd	within 30 calendar days thereafter	1,950
	3rd	within 30 calendar days thereafter	1,950
	4th	within 30 calendar days thereafter	1,950
	5th	within 30 calendar days thereafter	1,950
	6th	within 30 calendar days thereafter	1,950
			11,721

- The BAC Secretariat discussed the Schedule of Requirements, and the Submission of Samples/Demo units. She advised the bidder to complete the information needed and submit the proper samples/demo units.

TECHNICAL SPECIFICATIONS	<p>SECTION VII Page 70-73</p> <ul style="list-style-type: none"> The BAC Secretariat discussed the Technical Specification and advised the bidder to complete the information needed.
BIDDING FORMS	<p>SECTION VIII Page 74-103</p> <ul style="list-style-type: none"> The BAC Secretariat presented the contents of the Bidding Forms.

II. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The BAC Secretariat discussed the timeline of the project.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:02 AM .
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Friday, January 18, 2019.

<p>PREPARED BY</p>	<p>(SGD) MARICEL R. VERGEL DE DIOS Secretariat</p>
<p>CERTIFIED CORRECT</p>	<p>(SGD) RODEVIE L. CRUZ Provisional Member for CUSE</p> <p>(SGD) BARBY ANN M. VILLAMOR Provisional Member/PMO-in-Charge</p> <p><i>-not present-</i> ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal</p> <p>(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X</p>