



MINUTES OF MEETING

Wednesday, 13 February 2018	2:00 PM	Conference Room B
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MEETING CALLED BY	Bids and Awards Committee VIII
TYPE OF MEETING	Pre-Bid Conference
PROJECT TITLE AND REFERENCE NO	PB No. 19-039-8: Supply and Delivery of Envelope, Expanding, Kraft for the Procurement Service PB No. 19-040-8: Supply and Delivery of Twine, Plastic for the Procurement Service
ATTENDEES	Bids and Awards Committee VIII Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph P. Balagtas Vice Chairperson Ms. Mary Norma E. Calderon Provisional Member Procurement Division VIII Mr. Paul Armand A. Estrada Member Mr. Mark John O. Nofies Member Ms. Jamille Rae T. Baluyot Member Bidder(s) Ms. Maeah Airocel Isidro CPSTI Ms. Loreta M. Sanido LMS Industries Mr. Joseph Tan NAPPCO
CALL TO ORDER	The scheduled Pre-Bid Conference started at 2:20 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

INVITATION TO BID	No further clarification.
INSTRUCTION TO	No further clarification.



BIDDERS	
BID DATA SHEET	<p>The Committee emphasized to the bidders the updating of the PhilGEPS membership. In cases that there are expired details under the Annex "A" of the Certificate, the bidder must include in the proposal the copy of the updated document.</p> <p>In case of an expired Mayor's Permit, the copy of the proof of application together with the Official Receipt must be submitted.</p>
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> For PB 19-039-9: Envelope, expanding, kraftboard <p>SCC Clause 16.1 Page 67</p> <p>xxx The inspection and tests that will be conducted shall be in accordance with Section VII. Technical Specifications. xxx</p> <p>xxx Additional Quantity for Acceptance Test in Every Batch of Delivery xxx</p> <p>xxx One (1) Box xxx</p> <ul style="list-style-type: none"> The Representative from NAPPCO raised their concern regarding the submission of sample (1 box) per batch of delivery. The same requested that 1 box will be submitted per quarter. This means that the testing of the item is valid for 3 months. One example given by the representative is the testing and acceptance of the bond papers. This is valid for one (1) year.
SCHEDULE OF REQUIREMENTS	<p>Page 69</p> <p>xxx Quantity xxx 26,065 boxes <u>rolls</u> xxx</p> <ul style="list-style-type: none"> The unit of measurement will be amended due to typographical error.

	<p>Amendments will be reflected in the issuance of the Supplemental Bid Bulletin.</p>
	<ul style="list-style-type: none"> • The Chairperson asked the bidders if they have any problem with the quantities shown in the schedule. • The prospective bidders did not reply in the negative. • The Secretariat reiterated the required revolving stocks of both projects.
<p>TECHNICAL SPECIFICATIONS</p>	<p>No further clarification.</p>
<p>II. OTHER MATTERS</p>	
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> • The Secretariat reminded the bidders the use of competent evidence of identity in the documents needed to be notarized. • Representative from LMS clarified that previous biddings' definition for Twine was under Janitorial Supplies. The present procurement project defined the SLCC as Office Supplies. The BAC took note of this concern for discussion. Any amendments and clarifications will be reflected in the issuance of Supplemental Bid Bulletin. Nevertheless, LMS may use the contract of twine on previous PS Procurement project, considering it will satisfy all the requirements. • Representative from NAPPCO informed the BAC that there had been a miscommunication between their office and PhilGEPS which resulted in the delay of their registration. Hence, it was decided that in case the said certificate will still not be available during the submission and opening of bids, NAPPCO will use the long form. • The Secretariat also reminded the bidders that all submissions – bid envelopes and samples will be submitted at the second floor. • The Representative from NAPPCO clarified if breakdown of cost will not be included in the Bid Form. • The Committee clarified that breakdown of cost is not required. The total bid cost offers all the expenses incurred by the supplier.
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 3:10 PM.</p>
	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on February 13, 2019.</p>

<p>PREPARED BY</p>	<p>PROCUREMENT DIVISION VIII</p> <p>(SGD.) MS. JAMILLE RAE T. BALUYOT Member</p> <p>(SGD.) MR. MARK JOHN O. NOFIES Member</p> <p>(SGD.) MR. PAUL ARMAND A. ESTRADA Member</p>
<p>CERTIFIED CORRECT</p>	<p>BIDS AND AWARDS COMMITTEE VIII</p> <p>(SGD.) ENGR. JAIME M. NAVARRETE, JR Chairperson</p> <p>(SGD.) MR. JOSEPH P. BALAGTAS Vice-Chairperson</p> <p>(SGD.) MS. MARY NORMA E. CALDERON Provisional Member</p>