



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






## MINUTES OF MEETING

Tuesday, March 19, 2019 10:00 AM AVR

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE I</b>
TYPE OF MEETING	<b>Prebid Conference</b>
PROJECT	<b><i>Supply and Delivery of Dating and Stamping Machine for the Procurement Service</i></b>
REFERENCE NO.	<b>PB 19-085-1</b>
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 1</b></p> <p>Engr. Rosana D. Yambao Chairperson          Mr. Paul Jasper V. De Guzman Vice-Chairperson          Ms. Mylene B. Quiambao AdHoc Representative          Ms. Maybelline N. Galang Provisional Member</p> <p><b>PROCUREMENT DIVISION 1</b></p> <p>Mr. Rodelio D. Mendez Jr.</p> <p><b>Bidder(s):</b>          Ms. Rejean Barredo DVK Philippines Enterprise          Ms. Maeah Isidro Center Point Sales and Trading Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>10:00 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>
<b>DISCUSSION</b>	
<b>I. BID DOCUMENTS</b>	
INSTRUCTIONS TO	<b>NO DISCUSSION</b>



<b>BIDDERS</b>	
<b>BID DATA SHEET</b>	NO DISCUSSION
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	NO DISCUSSION
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	NO DISCUSSION
<b>SCHEDULE OF REQUIREMENTS</b>	NO DISCUSSION
<b>TECHNICAL SPECIFICATIONS</b>	<p>Section VII</p> <p>XXX</p> <p>Product Specifications</p> <p>-With self-inking stamp</p> <p>XXX</p> <p>The Vice-Chairperson stated and clarified to the bidders that self-inking stamp refers to rubber stamp placed in a spring-loaded stamp body which rotates to an internal stamp pad that is applied with ink.</p>
<b>TERMS OF REFERENCE</b>	NO DISCUSSION
<b>BIDDING FORMS</b>	NO DISCUSSION
<b>II. OTHER DISCUSSIONS</b>	
<b>OTHER MATTERS</b>	NO DISCUSSION
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>11: 00 AM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Tuesday, February 26, 2019.

<p><b>PREPARED BY</b></p>	<p>Procurement Division I:</p>  <p><b>MS. MAYBELLINE N. GALANG</b> PMO-In-Charge</p>
<p><b>CERTIFIED CORRECT</b></p>	<p><b>MS. MYLENE B. QUIAMBAO</b> Ad-Hoc Representative</p>  <p><b>MR. PAUL JASPER V. DE GUZMAN</b> Vice-Chairperson</p>  <p><b>ENGR. ROSANA D. YAMBAO</b> Chairperson</p>