



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



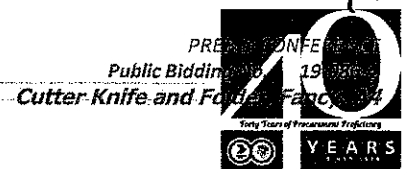
## MINUTES OF MEETING

Monday, March 11, 2019 2:00 PM CONFERENCE ROOM A

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 4</b>
TYPE OF MEETING	<b>Prebid Conference</b>
PROJECT	<b><i>Supply and Delivery of Cutter Knife and Folder, Fancy, A4 for the Procurement Service (Ordering Agreement)</i></b>
REFERENCE NO.	<b>PB 19-086-4</b>
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <p>Engr. Estrellita G. Fule Chairperson          Engr. Ian T. Fajarito Vice Chairperson          Ms. Rose Alvidale G. Ladlad Provisional Member</p> <p><b>Procurement Division 4</b></p> <p>Mr. Nikko C. Valenzona Secretariat</p> <p><b>Other Attendees:</b></p> <p>Mr. Paul De Castro Advance Paper Corporation          Ms. Annabelle Libunao 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>2:05 PM</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>


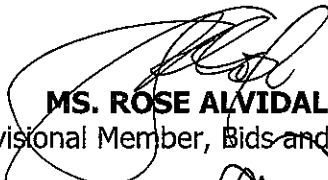
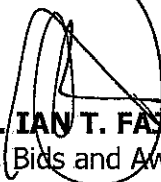

### DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION



BID DATA SHEET	NO DISCUSSION					
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION					
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION					
SCHEDULE OF REQUIREMENTS	<b>XXX</b>					
	<i>Lot No.</i>	<i>Item Description</i>	<i>Total Quantity</i>	<i>Quantity</i>		<b><i>Delivery Schedule</i></b>
				XXX	XXX	<i>Within Thirty (30) Calendar Days from receipt of Notice to Proceed</i>
				XXX	XXX	<i>Within Thirty (30) Calendar Days thereafter</i>
	XXX	XXX	XXX	XXX	XXX	<i>Within Thirty (30) Calendar Days Thereafter</i>
				XXX	XXX	<i>Within Thirty (30) Calendar Days Thereafter</i>
				XXX	XXX	<i>Within Thirty (30) Calendar Days Thereafter</i>
				XXX	XXX	<i>Within Thirty (30) Calendar Days thereafter</i>
<p><b>XXX</b></p> <p><i>Mr. De Castro made an inquiry in regards to the Delivery Schedule, asking the BAC if the requirement can be amended to 45 Calendar Days upon the receipt of the Notice of Award to Deliver the said items.</i></p> <p><i>The BAC deliberated on the raised inquiry, and came to a decision that the requirement cannot be amended and followed an explanation to justify its decision.</i></p> <p><i>The Vice Chairperson explained that Upon the issuance of the Notice of Award to a winning bidder, it will undergo a number of processes such as posting of Performance Security, Drafting and Approval of Contract that can result more or less to 45 calendar days with the delivery period included rendering the need to amend the requirement irrelevant.</i></p>						
TECHNICAL SPECIFICATIONS	NO DISCUSSION					

TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	<p><b>Bid Form and Price Schedule Annex A</b></p> <p><i>The Provisional Member presented the Bid Form and Price Schedule, reminding bidders on the need to submit both documents upon the deadline for submission of bids.</i></p>

III. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>2:35 PM</b>
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Monday, March 11, 2019.
PREPARED BY	<p>Procurement Division 4:</p> <p>  <b>MR. NIKKO C. VALENZONA</b>            Secretariat</p>
CERTIFIED CORRECT	<p>  <b>MS. ROSE ALVIDALE G. LADLAD</b>            Provisional Member, Bids and Awards Committee 4</p> <p>  <b>ENGR. IAN T. FASARITO</b>            Vice Chairperson, Bids and Awards Committee 4</p> <p>  <b>ENGR. ESTRELLITA G. FULE</b>            Chairperson, Bids and Awards Committee 4</p>