



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



## MINUTES OF MEETING

Wednesday, May 29, 2019 1:30 PM CONFERENCE ROOM C

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 2</b>	
TYPE OF MEETING	<b>Prebid Conference</b>	
PROJECT	<b>Supply and Delivery of Magazine File Box, Large for the Procurement Service</b>	
REFERENCE NO.	<b>Public Bidding No. 19-173-2</b>	
ATTENDEES	<b>Bids and Awards Committee 2:</b> Engr. Manuel S. Avila Mr. Arnold F. Bondoc Ms. Maria Danica P. Abengoza Mr. Jernimel B. Galit  <b>BAC Secretariat:</b> Ms. Sherilyn R. Manzano  <b>BAC Technical Working Group:</b> Mr. Jade Edwin H. Apin  <b>Prospective Bidders:</b> Ms. Ma. Lita Manalo	Chairperson Vice Chairperson Provisional Member Ad Hoc Member  Member, Procurement Division 2, PS  Member, Procurement Division 2, PS  Stanley Bradley
CALL TO ORDER	The scheduled Pre-Bid Conference started at <b>2:05 PM</b> with Engr. Avila presiding.	

### DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	SECTION I
INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
BID DATA SHEET	SECTION III - The project is composed of only One (1) lot Magazine File Box large.



	No highlights.
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	SECTION IV No highlights.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	SECTION V No highlights.
<b>SCHEDULE OF REQUIREMENTS</b>	SECTION VI No highlights.
<b>TECHNICAL SPECIFICATIONS</b>	SECTION VII - The unit of measure should be pieces instead of sets, the BAC will issue a bid bulletin.
<b>NO HIGHLIGHTS.</b>	Ms. Manalo asked what is the standard markings required in the bidding. The BAC clarified that the markings was based in R.A. 7394 The Consumer Act of the Philippines.
<b>BIDDING FORMS</b>	SECTION VII No highlights.
<b>II. OTHER DISCUSSIONS</b>	

<b>OTHER MATTERS</b>	None						
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>1:50 PM</b>						
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of <b>Prebid Conference</b> conducted on <b>May 29, 2019.</b>						
<b>PREPARED BY</b>	<b>SGD.</b> <b>SHERILYN R. MANZANO</b> BAC Secretariat						
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee 2:</b></p> <table style="width: 100%;"> <tr> <td style="text-align: center;"><b>SGD.</b> <b>JERNIMEL B. GALIT</b> <i>Ad Hoc Member</i></td> <td style="text-align: center;"><b>SGD.</b> <b>MARIA DANICA R. ABENGOZA</b> <i>Provisional Member</i></td> </tr> <tr> <td style="text-align: center;">On Official Business <b>ATTY. MICHELLE ANNE B. RECTO</b> <i>Regular Member</i></td> <td style="text-align: center;"><b>SGD.</b> <b>ARNOLD F. BONDOC</b> <i>Vice Chairperson</i></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>SGD.</b> <b>ENGR. MANUEL S. AVILA</b> <i>Chairperson</i></td> </tr> </table>	<b>SGD.</b> <b>JERNIMEL B. GALIT</b> <i>Ad Hoc Member</i>	<b>SGD.</b> <b>MARIA DANICA R. ABENGOZA</b> <i>Provisional Member</i>	On Official Business <b>ATTY. MICHELLE ANNE B. RECTO</b> <i>Regular Member</i>	<b>SGD.</b> <b>ARNOLD F. BONDOC</b> <i>Vice Chairperson</i>	<b>SGD.</b> <b>ENGR. MANUEL S. AVILA</b> <i>Chairperson</i>	
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