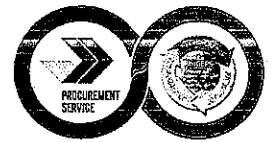




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Tuesday, June 11, 2019 10:00 AM CONFERENCE C

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Stapler, Standard Type for the Procurement Service (PS)	
REFERENCE NO.	PB No. 19-182-1	
ATTENDEES	Bids and Awards Committee 1 Engr. Rosana D. Yambao Paul Jasper V. De Guzman Rodelio D. Mendez, Jr. Mylene B. Quiambao	Chairperson Vice-Chairperson Provisional Member Ad Hoc Representative
	BAC Support Division Maybelline N. Galang	Secretariat
	Bidder(s) Mr. Celso Manuel Ms. Sasha Vargas	Contact Point Inc. Center Point Sales and Trading Inc.
CALL TO ORDER	The scheduled Pre-bid Conference started at 10:00 AM with the Chairperson presiding.	

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	SECTION II ITB Clause 5.5 Page 13 Contact Point clarified regarding with the minimum requirement for Net Financial Contracting Capacity (NFCC) to be submitted.

RDY



The BAC answered that there are two options on submitting the NFCC;

1. NFCC must be at least equal to the total Approved Budget for the Contract (ABC).
2. Committed Line of Credit, it must be at least equal to ten (10%) of the ABC.

SECTION III
BDS Clause No. 5.4
Page No. 38

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%) for lot 1 of the ABC.**
Please Refer to Section VIII. Bidding Forms: Office Device under Annex "I" for the definition of similar contract.

xxx

- Center Point Sales and Trading Inc. sent a letter of clarification regarding with the category of Stapler, Standard Type, if expendable or non-expendable supplies, in order to determine the percentage of the Single Largest Completed Contract similar to be bid (SLCC) to be used.
- Contact Point Inc. Requested for the retention of the twenty five percent (25%) SLCC for them to participate with the bidding tender and promote better competition.

xxx

The BAC took note the concerns and subject for further discussion.

BDS Clause No. 29.2
Page No. 42

For purposes of Post-qualification the following document(s) shall be required:

6. Letter of Commitment from the supplier to maintain one (1) month stocks at all times.

The BAC will issue Bid Bulletin regarding with the additional requirement (item 6) for the purpose of post-qualification.

RDY

BID DATA SHEET

GENERAL CONDITIONS OF THE CONTRACT	SECTION IV NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V NO DISCUSSION
SCHEDULE OF REQUIREMENTS	SECTION VI Page No.69 <ul style="list-style-type: none"> The Chairperson reiterated that the prospective Awardee to maintain one (1) month stocks at all times as required in the Schedule of Requirements.
TECHNICAL SPECIFICATIONS	SECTION VII Page No. 72 <ul style="list-style-type: none"> The PMO-in-Charge discussed the Technical Requirements of the project. The BAC Chairperson explained that there are two (2) set of tests that will be conducted; (a) One Time Binding Capacity test, and (b) Binding Performance Test and two out of three (2/3) samples must pass the test. For the Marking and labeling requirement, the BAC reminded that the bidders should conform with the requirements of the Consumer Act of the Philippines (RA 7394) <p><i>The BAC will discuss the Marking and Labeling requirements and issue Bid Bulletin regarding with the decision.</i></p>
BIDDING FORMS	NO DISCUSSION

III. OTHER DISCUSSIONS	
OTHER MATTERS	NONE

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on June 11, 2019.

RDY

PREPARED BY	SGD. MR. RODELIO D. MENDEZ JR. PMO-in-Charge
CERTIFIED CORRECT	SGD. ENGR. ROSANA D. YAMBAO Chairperson, Bids and Awards Committee 1