



## MINUTES OF MEETING

July 10, 2019 11:00 AM Conference A

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>
<b>TYPE OF MEETING</b>	<b>Pre- Bid Conference</b>
<b>PROJECT</b>	Supply and Delivery of <b>Paper Clip, 33mm and 50mm</b> for the Procurement Service
<b>REFERENCE NO.</b>	<b>PB No. 19-183-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></p> <p>Mr. Webster M. Laureñana Chairperson          Mr. Jack G. Mercado Vice-chairperson          Mr. Abelardo P. Gonzalez Provisional Member (PMO-in-charge)          Mr. Boycie F. Tarca Provisional Member (Ad Hoc Member)</p> <p><b>Procurement Division V</b></p> <p>Engr. Yuji C. Hoshina Member          Ms. Jessica G. Gapuz Member          Mr. Jules Arniel D. Angeles Member          Ms. Rosemarie N. Andulan Secretariat</p> <p><b>Prospective Bidders</b></p> <p>Ms. Erlyn Valdez Gentle Prince          Ms. Maeah Airocel Isidro Center Point Sales &amp; Trading Corp.</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>The scheduled Pre-Bid Conference started at 11:01 AM.</li> <li>Engr. Hoshina acknowledged the presence of the attendees.</li> <li>Having established the required quorum, Engr. Yuji C. Hoshina was instructed by the Chairperson to proceed with the presentation of general requirements in government procurement.</li> </ol>

**DISCUSSION**

**HIGHLIGHTS OF ACTIVITY**

	<p>The <b>PMO in Charge</b> presented the following documents before the committee:</p> <ul style="list-style-type: none"> <li>- Schedule of Bidding Activities</li> <li>- Bidding Documents</li> </ul>
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**BID DOCUMENTS**

<b>INSTRUCTIONS TO BIDDERS</b>	No Amendment
<b>BID DATA SHEET</b>	<p>BDS Clause 21 Page 41</p> <p>xxx</p> <p>The deadline for submission of bids is on July 22, 2019 at 11:00 PM</p> <p>xxx</p> <p><b>The Chairperson pointed out the typographical error. Deadline for submission of bids should be July 22, 2019 at 11:00 AM and not July 22, 2019 at 11:00 PM.</b></p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>3. Income Tax Returns for year 2017 (BIR Form 1701 or 1702)</p> <p>xxx</p>

	<b>The committee clarified that Income Tax Returns should be for year 2018 and not 2017.</b>
<b>SCHEDULE OF REQUIREMENTS</b>	No Amendment
<b>TECHNICAL SPECIFICATIONS</b>	No Amendment

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 11:57 AM
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Pre-Bid Conference</b> conducted on July 10, 2019.
<b>PREPARED BY</b>	<p style="text-align: center;">SGD.  <u>MR. ABELARDO P. GONZALEZ</u>  Provisional Member</p>
<b>CERTIFIED CORRECT</b>	<p style="text-align: center;">SGD.  <u>MR. BOYCIE F. TARCA</u>  Ad hoc Member, Bids and Awards Committee V</p> <p style="text-align: center;">SGD  <u>MR. WEBSTER M. LAUREÑANA</u>  Chairperson, Bids and Awards Committee V</p>