

MINUTES OF MEETING

June 21, 2019	1:00 PM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																		
TYPE OF MEETING	Pre-bid Conference																		
PROJECT	Supply and Delivery of Marker, Whiteboard for the Procurement Service																		
REFERENCE NO.	PB 19-186-5																		
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Ms. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Paul de Castro</td> <td>Advance</td> </tr> <tr> <td>Ms. Rejean Barredo</td> <td>DVK Phils., Ent.</td> </tr> <tr> <td>Ms. Janette Quintinita</td> <td>G.T.K</td> </tr> </table>	Ms. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Ms. Jessica G. Gapuz	Member	Engr. Yuji C. Hoshina	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Paul de Castro	Advance	Ms. Rejean Barredo	DVK Phils., Ent.	Ms. Janette Quintinita	G.T.K
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:15 PM. 2. Ms. Andulan acknowledged the presence of attendees. 3. She likewise reported that observers were invited for this activity but none confirmed their attendance. 4. Since the attendees are frequent bidders of common supplies and equipment, it was agreed to skip power point presentation of the the documentary requirements and the discussion will just focus on the requirements specific to the project and matters in the bidding documents that they want to clarify. 																		

DISCUSSION

BID DOCUMENTS														
INVITATION TO BID	NO HIGHLIGHT													
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS													
BID DATA SHEET	<p>BDS Clause 29.2 Page 42</p> <p>xxx</p> <p>5. Valid PhilGEPS Registration Certificate.</p> <p>xxx</p> <p>The Vice Chairperson corrected that the PhilGEPS Registration Certificate must be valid and updated during post-qualification. He informed the prospective bidders that such correction will just be incorporated in the bid bulletin in order to be official.</p>													
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION													
SPECIAL CONDITIONS OF THE CONTRACT	<p>SCC Clause 16.1 Page 67</p> <p>xxx</p> <p>The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Quantity</th> <th>Item / Description</th> <th>Additional Quantity for Every Batch of Delivery for Acceptance Test</th> <th>Testing Center & Testing Fee</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Lot No.	Quantity	Item / Description	Additional Quantity for Every Batch of Delivery for Acceptance Test	Testing Center & Testing Fee					
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	<table border="1"> <tr> <td>1.</td> <td>302,652 pieces</td> <td>Marker, Whiteboard, felt, bullet type, Black, Blue and Red, Twelve (12) pcs/ box</td> <td>Two (2) boxes per color, twelve (12) pcs/box</td> <td>In-house Testing</td> </tr> </table>	1.	302,652 pieces	Marker, Whiteboard, felt, bullet type, Black, Blue and Red, Twelve (12) pcs/ box	Two (2) boxes per color, twelve (12) pcs/box	In-house Testing
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	xxx					
SCHEDULE OF REQUIREMENTS	NO HIGHLIGHT					
TECHNICAL SPECIFICATIONS	NO QUESTIONS FROM BIDDERS					
BID FORMS	NO QUESTIONS FROM BIDDERS					

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on June 21, 2019
PREPARED BY	(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT

CERTIFIED CORRECT

(SGD.)

MR. ARNEL B. CUNANAN

PMOIC, Bids and Awards Committee V

(SGD.)

MR. JACK G. MERCADO

Vice Chairperson, Bids and Awards Committee V

(SGD.)

MR. WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V