

MINUTES OF MEETING

July 10 , 2019	11:00 AM	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 Ring Binder, 32mm for the Procurement Service														
REFERENCE NO.	PB 19-206-5														
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Jules Amiel D. Angeles</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>Mr. Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Paolo Enrico P. Yalong</td> <td>West Heaven Trading Corp.</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Jules Amiel D. Angeles	Provisional Member (PMO-in-charge)	Ms. Jessica G. Gapuz	Member	Mr. Arnel B. Cunanan	Member	Engr. Yuji C. Hoshina	Member	Mr. Paolo Enrico P. Yalong	West Heaven Trading Corp.
Mr. Webster M. Laureñana	Chairperson														
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Mr. Paolo Enrico P. Yalong	West Heaven Trading Corp.														
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 11:30am. 2. Engr. Hoshina acknowledged the presence of the attendees. 3. He likewise reported that observers were invited but none confirmed attendance. 4. Having established the required quorum, the Chairperson instructed Engr. Hoshina to discuss the General Requirements of Government Procurement. 														

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO QUESTIONS FROM PROSPECTIVE BIDDERS
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>BDS Clause 21 Page 38</p> <p>xxx</p> <p>The deadline for submission of bids is on July 22, 2019 at 1:00 AM.</p> <p>xxx</p> <p>The Chairperson clarified that the time of the Submission of Bids is at 10:00am Monday, July 22, 2019.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>4. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the Month of <i>December 2018; and January, February, March, April and May 2019</i></p> <p><i>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</i></p> <p>xxx</p> <p>The Chairperson emphasized that the income tax returns should be filed electronically as stated in the aforementioned requirement.</p>
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Mr. Yalong sought to clarify the warranty for the Ring Binder.</p> <p>The Chairperson answered that all awarded projects are subject to warranty retention of 1%</p> <p>xxx</p> <p>The Chairperson reminded the prospective bidder that they are prohibited to participate in the bidding project should they have an overdue and pending delivery in Procurement Service.</p> <p>Moreover, Mr. Yalong asked on what will be the treatment of the BAC in case the bidder has an overdue and pending delivery.</p> <p>The Chairperson answered that such bidder will not be allowed to participate in the bidding.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Mr. Yalong wanted to clarify if it is necessary for them to submit two (2) pieces of ring binder every delivery.</p> <p>The Chairperson answered in the affirmative and stated that it is a requirement for acceptance and testing purposes.</p> <p>xxx</p> <p>Mr. Yalong asked about the colors of the ring binders if there is a specific color that is needed.</p> <p>The Chairperson answered that there is no required specific color. However, he asserted that red, blue, and black are the common colors available in the market.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Mr. Yalong wanted to clarify the number of sample to be submitted.</p> <p>The Chairperson clarified that the requirement is two (2) pieces and not two (2) bundles.</p> <p>The Bidder inquired on whether the labeling will be placed in the bundles of the item or it will be indicated in the item per piece.</p>

	<p>Thereafter, Mr. Yalong queried on the number and colors of Ring Binders that must be included in a bundle.</p> <p>The Chairperson answered that any color will do but it must be assorted. As for the quantity, he stated that the requirement is ten (10) pieces per bundle.</p> <p>xxx</p> <p>Mr. Yalong said that if there will be a requirement for the labelling on a piece, it will add a cost. He likewise stated that instead of two (2) pieces he will submit two (2) bundles for the Committee to see the labels.</p> <p>The Ad Hoc Member then stated that for purposes of submitting a sample, the labels must be reflected to the item per piece.</p>
BID FORMS	NO FURTHER DISCUSSION

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:57 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on JULY 10, 2019.
PREPARED BY	(SGD.) MR. JULES AMIEL D. ANGELES Provisional Member, Bids And Awards Committee V

CERTIFIED CORRECT

(SGD.)

MR. JACK G. MERCADO

Vice Chairperson, Bids and Awards Committee V

(SGD)

MR. WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V