

MINUTES OF MEETING

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| July 12, 2019 | 9:30 AM | Meeting Room I |
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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE V |
| TYPE OF MEETING | Pre-bid Conference |
| PROJECT | Supply and Delivery of Printing Equipment with Accessories and Consumables for the Department of Health – Knowledge Management and Information Technology Service (DOH-KMITS) |
| REFERENCE NO. | PB No. 19-209-5 |
| ATTENDEES | <p>Bids and Awards Committee V</p> <p>Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member (PMO-in-charge)</p> <p>Procurement Division V</p> <p>Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User’s Representatives</p> <p>Mr. Edwin Ubalde DOH-KMITS Mr. Noel Ferrer DOH-KMITS Mr. Michael Oliveros DOH-KMITS</p> <p>Prospective Bidders</p> <p>Ms. Aileen A. Herrera Multistiq, Inc.</p> |
| CALL TO ORDER | 1. The scheduled Pre-bid Conference started at 9:33 AM with the Chairperson presiding. He then instructed the PMOIC to acknowledge the presence of the attendees. |

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| | <p>2. The PMOIC likewise presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</p> |
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DISCUSSION

| BID DOCUMENTS | |
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| INVITATION TO BID | The PMOIC emphasized that late submission of bid proposal is a ground for disqualification. |
| INSTRUCTIONS TO BIDDERS | NO FURTHER DISCUSSION |
| BID DATA SHEET | The PMOIC reminded the prospective bidder that the bid proposal must be addressed to the Bids and Awards Committee V (BAC V) and must indicate the correct public bidding number of PB No. 19-209-5. This is to avoid confusion when submitting the proposal to the correct bid box designated for BAC V. |
| GENERAL CONDITIONS OF CONTRACT | NO FURTHER DISCUSSION |
| SPECIAL CONDITIONS OF THE CONTRACT | NO FURTHER DISCUSSION |
| SCHEDULE OF REQUIREMENTS | NO QUESTIONS FROM BIDDERS |
| TECHNICAL SPECIFICATIONS | <p>Lot No. 1: Printing Equipment With Accessories And Consumables Technical Specifications Item No. 5: UPS with Back Up Battery Page 75</p> <p>xxx</p> <p>Input Power Factor: ≥ 0.99</p> |

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| | <p>XXX Ms. Herrera of Multistiq, Inc. sought to clarify if the above-mentioned technical specification shall be in plus or minus sign.</p> <p>The PMOIC took note of this observation and stated that it will be subject to review of the End-User.</p> <p>XXX</p> <p>Technical Specifications Item No. 10: Tarpaulin Page 79</p> <p>XXX</p> <p>8' x 164' (-3%)</p> <p>XXX Ms. Herrera asked for the implication of the "-3%".</p> <p>The End-User explained that the -3% stands for the tolerance in which the requirement can be adjusted.</p> <p>XXX</p> <p>The PMOIC clarified that the reference column in the Technical Specifications Form shall contain the basis of compliance of the offered item to the required specification. This may be in the form of a brochure, data sheet or a catalogue.</p> |
| <p>BID FORMS</p> | <p>The PMOIC explained that the failure of the bidder to sign each and every page of the Bid Form is a cause for the rejection of their bid. Same goes with the non-submission of the Schedule of Prices which must be attached to the Bid Form. She then presented the Schedule of Prices to the prospective bidder.</p> <p>Moreover, the PMOIC explained that the Omnibus Sworn Statement must contain ten (10) declarations in which the tenth (10) declaration shall include the active contact details of the bidder since the same will be used for the BAC to communicate with the bidder. She likewise stated that it must signed and notarized. Failure to comply with these requirements is a ground for disqualification.</p> |

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| OTHER MATTERS | NO DISCUSSION |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 11:53 PM |
| CERTIFICATION | We certify that the foregoing is the true account of Pre-bid Conference conducted on July 12, 2019. |
| PREPARED BY | (SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT |
| CERTIFIED CORRECT | (SGD.) MS. JESSICA G. GAPUZ 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 |