

MINUTES OF MEETING

August 13, 2019	10:00 AM	TWG Conference Room
-----------------	----------	---------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																
TYPE OF MEETING	Pre-bid Conference																
PROJECT	Supply and Delivery of Parchment Paper, 80gsm for the Procurement Service																
REFERENCE NO.	PB 19-212-5																
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. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</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. Rex Derrama</td> <td>Triplex</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Ms. Jessica G. Gapuz	Member	Engr. Yuji C. Hoshina	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Rex Derrama	Triplex
Mr. Webster M. Laureñana	Chairperson																
Mr. Jack G. Mercado	Vice Chairperson																
Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)																
Mr. Boycie F. Tarca	Ad Hoc Member																
Ms. Jessica G. Gapuz	Member																
Engr. Yuji C. Hoshina	Member																
Ms. Rosemarie N. Andulan	Secretariat																
Mr. Rex Derrama	Triplex																
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:15 AM. 2. Ms. Andulan, the BAC Secretariat, acknowledged the presence of the attendees. 3. She likewise reported that observers were invited but none confirmed attendance. 4. Since the attendee is a frequent bidder 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 he wants to 																

	clarify.
--	----------

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	<p>The Chairperson stated that the required quantity for this public bidding is not far from the requirement in the previous bidding.</p> <p>The PMOIC clarified that the quantity is the same with the last bidding.</p> <p>Mr. Derrama raised that the on-going delivery of Parchment Paper to which their company won the previous bidding project, the Procurement Service extended the delivery from June 2019 to August 2019 considering the stock level.</p> <p>The PMOIC answered that this is to avoid over-stock in the warehouse since it was found that up until June 2019, the Procurement Service has adequate stock of Parchment Paper.</p> <p>The Chairperson then asked the PMOIC for the number of current stocks of Parchment Paper.</p> <p>The PMOIC answered that the current stocks of Parchment Paper is around 6,000 boxes.</p>
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDER
BID DATA SHEET	The Chairperson emphasized that for the submission of Value Added Tax (VAT) Returns the requirement is covering the months of February, March, April, May, June, and July 2019. He reminded the prospective bidder that the same must be filed through the Electronic Filing and Payment System (EFPS).
GENERAL CONDITIONS OF CONTRACT	NO FURTHER DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO FURTHER DISCUSSION

SCHEDULE OF REQUIREMENTS	NO QUESTIONS FROM PROSPECTIVE BIDDER
TECHNICAL SPECIFICATIONS	NO QUESTIONS FROM PROSPECTIVE BIDDER
BID FORMS	The Chairperson reminded the prospective bidder to include in the bid form the Schedule of Prices. He indicated that a template is incorporated in the bidding document for them to use as a reference. He likewise stated that failure to include this in the submission of Financial Component is a ground for disqualification.

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on August 13, 2019.
PREPARED BY	(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	(SGD.) MR. BOYCIE F. TARCA AD HOC, MEMBER (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

