



Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

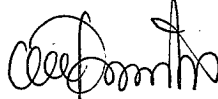



Monday, July 22, 2019 1:30 PM CONFERENCE ROOM A

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE VII</b>												
<b>TYPE OF MEETING</b>	<b>PREBID CONFERENCE</b>												
<b>PROJECT</b>	<b>Supply and Delivery of Detergent Bar for the Procurement Service (PS)</b>												
<b>REFERENCE NO.</b>	<b>PUBLIC BIDDING NO. 19-221-7</b>												
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VII</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Provisional Member, PMO-In-Charge</td> </tr> <tr> <td>Ms. Consolacion S. Cinco</td> <td>AdHoc Member</td> </tr> </table> <p><b>Procurement Division VII</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Ms. Rowena R. Inocentes</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Alvin John D. Perater</td> <td>TWG</td> </tr> <tr> <td>Ms. Ma. Angelica M. Hui</td> <td>Member</td> </tr> </table>	Ms. Rosalinda V. Dapito	Chairperson	Ms. Kaila M. Jaronay	Provisional Member, PMO-In-Charge	Ms. Consolacion S. Cinco	AdHoc Member	Ms. Rowena R. Inocentes	Secretariat	Mr. Alvin John D. Perater	TWG	Ms. Ma. Angelica M. Hui	Member
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>1:30 PM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC, the required quorum has been established.</li> <li>3. The Secretariat stated BAC'S compliance with regard to the Invitation of Observers.</li> </ol>												

### DISCUSSIONS

<b>I. BID DOCUMENTS</b>	
<b>INSTRUCTIONS TO BIDDERS</b>	<p><b>SECTION II</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>

<b>BID DATA SHEET</b>	SECTION III There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.																											
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	SECTION IV There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.																											
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.																											
<b>SCHEDULE OF REQUIREMENT</b>	<p>SECTION VI</p> <p>X X X</p> <p><del>INDICATIVE DELIVERY ORDER SCHEDULE UNDER THE ORDERING AGREEMENT</del></p> <table border="1" data-bbox="415 873 1409 1601"> <thead> <tr> <th data-bbox="415 873 554 929">LOT NO</th> <th data-bbox="554 873 870 929">QUANTITY</th> <th data-bbox="870 873 1409 929">ITEM AND DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 929 554 996">1</td> <td data-bbox="554 929 870 996">162,861 pieces</td> <td data-bbox="870 929 1409 996">DETERGENT BAR</td> </tr> <tr> <td colspan="2" data-bbox="415 996 870 1041"><b>DELIVERY SCHEDULE</b></td> <td data-bbox="870 996 1409 1041"><b>QUANTITY</b></td> </tr> <tr> <td colspan="2" data-bbox="415 1041 870 1153"><b>1<sup>st</sup> Tranche:</b> Within 30 calendar days from receipt of Notice to Proceed (NTP)</td> <td data-bbox="870 1041 1409 1153">27,146 pieces</td> </tr> <tr> <td colspan="2" data-bbox="415 1153 870 1232"><b>2<sup>nd</sup> Tranche :</b> Within 30 calendar days thereafter</td> <td data-bbox="870 1153 1409 1232">27,143 pieces</td> </tr> <tr> <td colspan="2" data-bbox="415 1232 870 1310"><b>3<sup>rd</sup> Tranche :</b> Within 30 calendar days thereafter</td> <td data-bbox="870 1232 1409 1310">27,143 pieces</td> </tr> <tr> <td colspan="2" data-bbox="415 1310 870 1388"><b>4<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter</td> <td data-bbox="870 1310 1409 1388">27,143 pieces</td> </tr> <tr> <td colspan="2" data-bbox="415 1388 870 1478"><b>5<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter</td> <td data-bbox="870 1388 1409 1478">27,143 pieces</td> </tr> <tr> <td colspan="2" data-bbox="415 1478 870 1590"><b>6<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter</td> <td data-bbox="870 1478 1409 1590">27,143 pieces</td> </tr> </tbody> </table> <p>X X X</p> <p>- It was manifested that this requirement is under straight Purchase Order. Thus, Bid Bulletin No. 1 will be issued to reflect above changes in the Bidding Documents.</p>	LOT NO	QUANTITY	ITEM AND DESCRIPTION	1	162,861 pieces	DETERGENT BAR	<b>DELIVERY SCHEDULE</b>		<b>QUANTITY</b>	<b>1<sup>st</sup> Tranche:</b> Within 30 calendar days from receipt of Notice to Proceed (NTP)		27,146 pieces	<b>2<sup>nd</sup> Tranche :</b> Within 30 calendar days thereafter		27,143 pieces	<b>3<sup>rd</sup> Tranche :</b> Within 30 calendar days thereafter		27,143 pieces	<b>4<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter		27,143 pieces	<b>5<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter		27,143 pieces	<b>6<sup>th</sup> Tranche :</b> Within 30 calendar days thereafter		27,143 pieces
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<b>TECHNICAL SPECIFICATIONS</b>	Section VII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.																											

<b>BID FORMS</b>	Section VIII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>III. OTHER MATTERS</b>	
<b>OTHER MATTERS</b>	<p>Chairperson manifested the absence of prospective bidders for this conference but noted four (4) suppliers downloaded (per Document Request List) the Bidding Documents, namely:</p> <ol style="list-style-type: none"> <li>1. LMS Industries</li> <li>2. Center Point Sales &amp; Trading Inc.</li> <li>3. SPH International Corporation</li> <li>4. Reachem Industries Incorporated</li> </ol>
<b>ATTACHMENTS</b>	None
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>2:00 PM.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on July 22, 2019.
<b>PREPARED BY</b>	<div style="text-align: center;">   <b>ROWENA R. INOCENTES</b>  Secretariat </div>
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee VII</b></p> <div style="text-align: center;">   <b>KAILA M. JARONAY</b>  Provisional Member </div>
<b>CERTIFIED CORRECT</b>	<div style="text-align: center;">   <b>CONSOLACION S. CINCO</b>  Ad Hoc Member </div> <div style="text-align: center; margin-top: 20px;">   <b>ROSALINDA V. DAPITO</b>  Chairperson </div>

*Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*