



MINUTES OF MEETING

Thursday, August 1, 2019

10:00 AM

MEETING ROOM 1

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I
TYPE OF MEETING	Prebid Conference
PROJECT	<i>Supply and Delivery of Carbon Film A4 for the Procurement Service</i>
REFERENCE NO.	PB 19-242-1
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <p>Engr. Rosana D. Yambao Mr. Paul Jasper V. De Guzman Ms. Mylene B. Quiambao Ms. Maybelline N. Galang</p> <p>Chairperson Vice-Chairperson AdHoc Representative Provisional Member</p> <p>PROCUREMENT DIVISION 1</p> <p>Mr. Rodelio D. Mendez Jr.</p> <p>Bidder(s): Ms. Rex Derramas Ms. Maeah Isidro</p> <p>Triplex Enterprise Inc. Center Point Sales and Trading Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding.2. The Chairperson acknowledged the presence of the attendees.3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.
DISCUSSION	
I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION



BID DATA SHEET	Section III BDS Clause 5.4 Page 38 <i>Representative from Triplex noticed that on the definition of similar contract of the Annex "I" of the Bid Docs that Carbon Film A4 was under Office Equipment instead of Office Supplies. Upon checking of the Vice-Chairperson, it was only a typographical error based on the item code.</i>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11: 30 AM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Thursday, August 1, 2019.
PREPARED BY	Procurement Division I: SGD. MS. MAYBELLINE N. GALANG PMO-in-Charge



CERTIFIED CORRECT

SGD.
MS. MYLENE B. QUIAMBAO
Ad-Hoc Representative

SGD.
MR. PAUL JASPER V. DE GUZMAN
Vice-Chairperson