

# MINUTES OF MEETING

Friday, August 9, 2019	10:00 AM	MEETING ROOM 1
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE I</b>
TYPE OF MEETING	<b>Prebid Conference</b>
PROJECT	<b><i>Supply and Delivery of Various Cartridges for Brother Printer for the Procurement Service</i></b>
REFERENCE NO.	<b>PB 19-244-1</b>
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 1</b></p> <p>Mr. Paul Jasper V. De Guzman Vice-Chairperson          Ms. Mylene B. Quiambao AdHoc Representative          Ms. Maybelline N. Galang Provisional Member</p> <p><b>PROCUREMENT DIVISION 1</b></p> <p>Mr. Rodelio D. Mendez Jr.</p> <p><b>Bidder(s):</b>          Mr. Alden Rojas Solid Business Machine Center Inc.          Ms. Jeanellyn Asiaten BISMAC</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>10:00 AM</b> with the Vice-Chairperson presiding.</li> <li>2. The Vice-Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>

## DISCUSSION

### I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
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BID DATA SHEET	<p>Section III Clause 5.4 Page 39</p> <p>XXX</p> <p><b><i>Vice-Chairperson reiterated that as long the SLCC to be passed can accommodate the amount of all the lots, it is good to submit as single contract.</i></b></p> <p>XXX</p> <p>Clause 29.2 Page 44</p> <p>2. Income Tax Return for the year 2017 <u>2018</u> (BIR Form 1701 or 1702);</p> <p>XXX</p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<p>Section VI</p> <p><b><i>Representatives from BISMAC and Solid Business request to change the delivery schedule of the 1<sup>st</sup> tranche from fifteen (15) to Forty-five (45) calendar days upon receipt of NTP. The Vice-Chairperson took note of the concern and subjected it for further discussion.</i></b></p>
TECHNICAL SPECIFICATIONS	<p>Section VII</p> <p><b><i>The Vice-Chairperson noticed the Bidder's Statement of Compliance part should be divided in each lot.</i></b></p>
TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	NO DISCUSSION
<b>II. OTHER DISCUSSIONS</b>	
OTHER MATTERS	NO DISCUSSION

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>11: 00 AM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Tuesday, February 26, 2019.
<b>PREPARED BY</b>	Procurement Division I:  SGD. <b>MS. MAYBELLINE N. GALANG</b> PMO-in-Charge
<b>CERTIFIED CORRECT</b>	SGD. <b>MS. MYLENE B. QUIAMBAO</b> Ad-Hoc Representative  SGD. <b>MR. PAUL JASPER V. DE GUZMAN</b> Vice-Chairperson