



MINUTES OF MEETING

August 8, 2019

10:00 AM

Meeting Room II

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre- Bid Conference	
PROJECT	Supply and Delivery of Paper Clip, 50mm for the Procurement Service	
REFERENCE NO.	PB No. 19-249-5	
ATTENDEES	Bids and Awards Committee V	
	Mr. Webster M. Laureñana	Chairperson
	Mr. Jack G. Mercado	Vice-chairperson
	Mr. Abelardo P. Gonzalez	Provisional Member (PMO-in-charge)
	Mr. Boycie F. Tarca	Provisional Member (Ad Hoc Member)
	Procurement Division V	
	Engr. Yuji C. Hoshina	Member
	Ms. Jessica G. Gapuz	Member
	Ms. Rosemarie N. Andulan	Secretariat
	Prospective Bidders	
	Mr. Paolo Yalong	West Heaven Trading
	Ms. Maeah Airocel Isidro	Center Point Sales & Trading Corp.
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 10:01 AM. 2. Ms. Andulan acknowledged the presence of the attendees. 3. Having established the required quorum, Ms. Andulan was instructed by the Chairperson to proceed with the presentation of general requirements in government procurement. 	

DISCUSSION

HIGHLIGHTS OF ACTIVITY

	<p>The PMO in Charge presented the following documents before the committee:</p> <ul style="list-style-type: none"> - Schedule of Bidding Activities - Bidding Documents
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BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	No Amendment
BID DATA SHEET	No Amendment
SCHEDULE OF REQUIREMENTS	The Chairperson reiterated that the first two (2) tranches of delivery is only 15 calendar days because of stock-out.
	The representative of West Heaven inquired on how the clip will be measured.
TECHNICAL SPECIFICATIONS	<p>The Chairperson discussed that per our Technical Requirements, the clip will be measured by its wire diameter, length of clip, and total length of wire used.</p> <p>The Chairperson also observed there are no Technical Specifications in the Bidding Documents and it will be included in the Bid Bulletin.</p>

ADJOURNMENT

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:38 AM
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CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on August 8, 2019.
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PREPARED BY

SGD.

MR. ABELARDO P. GONZALEZ

Provisional Member

SGD.

MR. BOYCIE F. TARCA

Ad hoc Member, Bids and Awards Committee V

SGD.

MR. WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V

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