



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE
 PS DBM Compound, RR Road, Cristobal St., Paco, Manila
 Tel. No. 689-7750



MINUTES OF MEETING

Tuesday, 13 August 2019	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																
TYPE OF MEETING	PREBID CONFERENCE																
PROJECT	Supply and Delivery of Notebook, Stenographer for the Procurement Service																
REFERENCE NO.	PUBLIC BIDDING NO. 19-252-9																
ATTENDEES	<p>Bids and Awards Committee IX</p> <table style="width: 100%;"> <tr> <td>Engr. Ian T. Fajarito</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Ma. Jennifer R. Jimenez</td> <td>Vice – Chairperson</td> </tr> <tr> <td>Ms. Catherine Ann D. Mirabel</td> <td>Provisional Member, PS (AdHoc)</td> </tr> <tr> <td>Mr. Raymund Francis B. Lasam</td> <td>Provisional Member, PS (PMOIC)</td> </tr> </table> <p>Procurement Division IX</p> <table style="width: 100%;"> <tr> <td>Mr. Vince Disu</td> <td>Secretariat</td> </tr> </table> <p>Bidders:</p> <table style="width: 100%;"> <tr> <td>Ms. Emelda Aldea</td> <td>Consolidated Paper</td> </tr> <tr> <td>Ms. Lorena Escabal</td> <td>Knit & Tuck Mdsg.</td> </tr> <tr> <td>Ms. Paul De Castro</td> <td>Advance Paper</td> </tr> </table>	Engr. Ian T. Fajarito	Chairperson	Ms. Ma. Jennifer R. Jimenez	Vice – Chairperson	Ms. Catherine Ann D. Mirabel	Provisional Member, PS (AdHoc)	Mr. Raymund Francis B. Lasam	Provisional Member, PS (PMOIC)	Mr. Vince Disu	Secretariat	Ms. Emelda Aldea	Consolidated Paper	Ms. Lorena Escabal	Knit & Tuck Mdsg.	Ms. Paul De Castro	Advance Paper
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:00AM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers. 4. The PMO-in-charge (PMOIC) presented the general requirements for government procurement.
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DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>SECTION I There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>SECTION II There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID DATA SHEET	<p>SECTION III BDS Clause 5.4 Page 38</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least Twenty Five percent (25%) of the ABC. Please Refer to Section VIII. Bidding Forms Annex "K" for the definition of similar contract.</p> <ul style="list-style-type: none"> ➤ Proponents confirmed that they can comply with the 25% requirement for the SLCC. ➤ Knit and Tuck representative inquired if a contract with notebook items under it, regardless of whether or not the same is a stenographer notebook is considered similar. <ul style="list-style-type: none"> - <i>The Committee took note of the request and amendments, if any, shall be reflected in the Supplemental/Bid Bulletin to be issued for the project.</i> ➤ Representative from Advance said that the similar contract to be submitted by the bidders should be in the list of Annex "K" only. <ul style="list-style-type: none"> - <i>The BAC took note of the statement.</i>

GENERAL CONDITIONS OF THE CONTRACT	SECTION IV There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
SCHEDULE OF REQUIREMENTS	SECTION VI There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
TECHNICAL SPECIFICATIONS	Section VII Technical Specification 73 xxx Spring outside diameter: 12.5mm (min.) - <i>The BAC clarified that the measurement of the outside diameter of the spring shall include the coating of the spring.</i> xxx Brightness (Photovolt), % (min.):82 ¹ Dirt Count, mm ² / m ² (max.):10 ¹ - <i>The Committee clarified that brightness and dirt count tests shall be conducted at FPRDI, Los Baños, Laguna while in-house tests shall be conducted on other parameters.</i>
BID FORMS	SECTION VIII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
III. OTHER MATTERS	
OTHER MATTERS	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
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 13 August 2019.

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The Bids and Awards Committee IX (BAC IX)

(SGD.) MS. CATHERINE ANN D. MIRABEL
Provisional Member, PS (AdHoc)

(SGD.) MR. RAYMUND FRANCIS B. LASAM
Provisional Member, PS (PMOIC)

(SGD.) MS. MA. JENNIFER R. JIMENEZ
Vice-Chairperson

(SGD.) ENGR. IAN T. FAJARITO
Chairperson

CERTIFIED CORRECT

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.