



MINUTES OF MEETING

Friday, 23 August 2018	2:00 PM	Meeting Room 2
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Meeting called by	Bids and Awards Committee VIII	
Type of meeting	Pre-Bid Conference	
PROJECT	Supply and Delivery of Electric Fan, wall mount for the Procurement Service	
reference no.	PB No. 19-256-8	
Attendees	Bids and Awards Committee VIII	
	Mr. Joseph P. Balagtas	Vice Chairperson
	Ms. Jamille Rae T. Baluyot	Provisional Member
	Mr. Brian N. Gerona	Ad Hoc Representative
	Procurement Division VIII	
	Mr. Paul Armand A. Estrada	Member
	Ms. Sofia Frances SJ. De Leon	Member
	Bidder(s)	
	Mr. Normando Martin	FreshMango
	Mr. Elmer Balderas	Innovalite, Inc. SPH International

call to order	The scheduled Pre-Bid Conference started at 2:40 PM presided by the Chairperson.
compliance to R.a. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.

DISCUSSION

I. BID DOCUMENTS

invitation to bid	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
bid data sheet	No further clarification.
general conditions of the contract	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	No further clarification.
SCHEDULE OF REQUIREMENTS	➤ The Secretariat reiterated that failure to submit sample/demo unit will result to the disqualification of the bid.

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Technical Requirements
Evidence and Verification

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Certification of 72 hours Service Response Time upon Receipt of Complaint and List of Service Centers in key Cities in Luzon, Visayas and Mindanao.

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technical specifications

- Representative from FreshMango requested to be clarified on the Service Centers in the Key Cities.
- The Committee clarified that there is no specific place or cities required as location of the service centers. As indicated in the requirement, key cities are not specifically defined. The purpose of this is to cater the services of government agencies from different regions.
- The same also asked the difference between the warranty and the service center.
- The warranty is intended for the units to be delivered by the winning bidder and the service centers are intended for agencies all over the regions. These are the safety measures of the End-Users in purchasing the item.
- The Secretariat also reiterated that the Market Presence is not required. Therefore, offers that qualify the specifications will be accepted.

<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> • Representative from FreshMango asked if contracts under Electric Fan, Industrial will be acceptable. ➤ The Committee replied in the affirmative. ➤ The Secretariat reminded the bidders to sign on every page of the Bid Form as required. ➤ The Committee suggest to the bidders to submit a clarification letter for better understanding with the requirements needed to be clarified.
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on August 23, 2019.</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 3:45 PM.</p>

<p>prepared by</p>	<p>PROCUREMENT DIVISION VIII</p> <p><u>SGD.</u> MS. SOFIA FRANCES SJ. DE LEON Member</p> <p><u>SGD.</u> MR. PAUL ARMAND A. ESTRADA Member</p>
<p>CERTIFIED CORRECT</p>	<p>BIDS AND AWARDS COMMITTEE VIII</p> <p><u>SGD.</u> MR. JOSEPH P. BALAGTAS Vice-Chairperson</p> <p><u>SGD.</u> MS. JAMILLE RAE T. BALUYOT Provisional Member</p> <p><u>SGD.</u> MR. BRIAN N. GERONA Ad Hoc Representative</p>