



## MINUTES OF MEETING

Thursday, August 15, 2019

1:30 PM

MEETING ROOM I

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Systematic Replacement of Compressor Motor Control Unit	
REFERENCE NO.	PB No. 19-258-5	
ATTENDEES	<div><div><b>Bids and Awards Committee V</b> Mr. Webster M. Laureñana Atty. Michelle Anne B. Recto Engr. Nicole John D. Cabueños</div><div>Chairperson Regular Member Provisional Member (PMO-in-charge)</div></div> <div><div><b>Procurement Division V</b> Engr. Yuji C. Hoshina Ms. Rosemarie N. Andulan Ms. Jessica G. Gapuz</div><div>Member Secretariat Member</div></div> <div><div><b>Prospective Bidders</b> Mr. Elmer De Paz Ms. Nenette Isanan Ms. Jocelyn Racho Ms. Jackie Isanan</div><div>Itren Ventures, Inc. Jantrade Jantrade Jantrade</div></div>	
CALL TO ORDER	<div><div>1. The scheduled Pre-bid Conference started at <b>1:45 PM</b> with the Chairperson presiding.</div><div>2. The PMO-in-charge acknowledged the presence of the attendees.</div><div>3. It was also reported that observers were invited for this activity but none confirmed their attendance.</div><div>4. Having established the required quorum, the Chairperson asked if prospective bidders still want to view the power point presentation or to immediately proceed with the discussion of the bidding documents, since</div></div>	

	the present bidders are the same who joined previously in this project.
	5. The prospective bidders responded to proceed with the bidding documents.

## DISCUSSION

### HIGHLIGHTS OF ACTIVITY

	<p>The representative from ITREN and JANTRADE stated that they intend to form a joint venture.</p> <p>The PMO-in-charge discussed the requirements. The requirement of updated monthly Value Added Tax returns was emphasized. Further the amendments from the bid bulletin in previous bidding was also incorporated in the bidding documents.</p> <p>PMO-in-charge presented the following documents before the committee:</p> <ul style="list-style-type: none"> <li>- Bidding Documents</li> </ul>
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### BID DOCUMENTS

INVITATION TO BID	The PMO-in-charge informed the prospective bidders that the August 27, 2019, deadline of submission will be postponed to give way to the opening of bids of a DOTr project handled by the other Committee. The Committee will issue a Bid Bulletin regarding the amendment on the bidding activity.
SCHEDULE OF REQUIREMENTS	No questions or clarifications from the prospective bidders.
BID DATA SHEET	No questions or clarifications from the prospective bidders.
TECHNICAL SPECIFICATIONS	No questions or clarifications from the prospective bidders.
BID FORM	<p><b>The PMO-in-charge reminded the Prospective Bidders that they should carefully follow the instructions in filling out the Bid Form on the last page of the bidding document to avoid disqualification.</b></p> <p><b>Furthermore, he emphasized that the bidders are required to sign every page of the Bid Form including the schedule of prices.</b></p>
OTHER MATTERS	<p>A representative from JANTRADE asked if their bid proposal that was submitted in the previous bidding can be also submitted again, providing they will update the dates on the said documents.</p> <p><b>The committee responded with affirmation and clarified that the reference number should be updated as well.</b></p>

	The PMO-in-charge reminded the prospective bidders that they are required to purchase again the bidding documents.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 2:20 PM
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of <b>Pre-Bid Conference</b> conducted on Thursday, August 15, 2019.
<b>PREPARED BY</b>	(Sgd.) <b>ENGR. NICOLE JOHN D. CABUEÑOS</b> Provisional, Bid and Awards Committee V
<b>CERTIFIED CORRECT</b>	(Sgd.) <b>ATTY. MICHELLE ANNE B. RECTO, LL.M.</b> Regular Member, Bids and Awards Committee V  (Sgd.) <b>MR. WEBSTER M. LAUREÑANA</b> Chairperson, Bids and Awards Committee V

*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.*