



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

Friday, October 4, 2019	1:30PM	EXECUTIVE LOUNGE
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VII</b>																									
TYPE OF MEETING	<b>Prebid Conference</b>																									
PROJECT	Supply, Delivery and Installation of Production Equipment and Software for the Production of Braille and Other Accessible Materials for the Department of Education (DepEd)																									
REFERENCE NO.	<b>PB No 19-280-7</b>																									
ATTENDEES	<p><b>Bids and Awards Committee VII</b></p> <table> <tr> <td>Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Ma. Jennifer R. Jimenez</td> <td>Provisional Member (PMO-in-Charge)</td> </tr> <tr> <td>Ms. Mildiadema Lustria</td> <td>Provisional Member (AdHoc)</td> </tr> </table> <p><b>Procurement Division VII</b></p> <table> <tr> <td>Ms. Ma. Angelica M. Hui</td> <td>TWG</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Secretariat</td> </tr> </table> <p><b>End-User's Representative</b></p> <table> <tr> <td>Mr. Allan Mesoga</td> <td>BLR-DepEd</td> </tr> </table> <p><b>Bidders:</b></p> <table> <tr> <td>Ms. Shiela Sasan</td> <td>First and Finest Technology Corp.</td> </tr> <tr> <td>Ms. Cherish Joy Camacho</td> <td>JCPVI Marketing</td> </tr> <tr> <td>Ms. Grace Madria</td> <td>INFOBAHN</td> </tr> <tr> <td>Ms. Mary Flor Dulay</td> <td>INFOBAHN</td> </tr> <tr> <td>Ms. Arlene Kualeen</td> <td>Nordic Ventures</td> </tr> </table>		Ms. Rosalinda V. Dapito	Chairperson	Mr. Vic Anthony A. Tubon	Vice Chairperson	Ms. Ma. Jennifer R. Jimenez	Provisional Member (PMO-in-Charge)	Ms. Mildiadema Lustria	Provisional Member (AdHoc)	Ms. Ma. Angelica M. Hui	TWG	Ms. Rowena R. Inocentes	Secretariat	Mr. Allan Mesoga	BLR-DepEd	Ms. Shiela Sasan	First and Finest Technology Corp.	Ms. Cherish Joy Camacho	JCPVI Marketing	Ms. Grace Madria	INFOBAHN	Ms. Mary Flor Dulay	INFOBAHN	Ms. Arlene Kualeen	Nordic Ventures
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>1:50PM</b> with the Chairperson presiding.</li> <li>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.</li> <li>3. The Secretariat stated BAC’S compliance with regard to the invitation of Observers.</li> <li>4. The Secretariat presented the general requirements for government procurement.</li> </ol>
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**DISCUSSIONS**

I. BID DOCUMENTS										
<b>INVITATION TO BID</b>	Section I There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.									
<b>INSTRUCTIONS TO BIDDERS</b>	Section II There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.									
<b>BID DATA SHEET</b>	Section III Page 39  X X X  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><del>3</del></td> <td style="width: 10%; text-align: center;"><del>1</del></td> <td style="width: 20%; text-align: center;"><del>9 units</del></td> <td style="width: 40%; text-align: center;"><del>Portable Braille Double Sided Embosser Machine</del></td> <td style="width: 20%; text-align: center;"><del>2,798,636.40</del></td> </tr> </table> X X X  - <i>To delete or exclude the above lot for this project bidding</i>					<del>3</del>	<del>1</del>	<del>9 units</del>	<del>Portable Braille Double Sided Embosser Machine</del>	<del>2,798,636.40</del>
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<b>GENERAL CONDITIONS OF THE CONTRACT</b>	Section IV There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.									
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.									

<b>SCHEDULE OF REQUIREMENTS</b>	Section VI Page 75				
	X X X				
	<del>3</del>	<del>1</del>	<del>9 units</del>	<del>Portable Braille Double Sided Embosser Machine</del>	<del>2,798,636.40</del>
X X X					
- <i>To delete or exclude the above lot for this project bidding</i>					
<b>TECHNICAL SPECIFICATIONS</b>	SECTION VII There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.				
	Section VIII Page 86				
	Bid Form (Annex A) X X X				
	Invitation to Bid No: PB No 19- <del>169</del> <u>280</u> -7 X X X				
- <i>To amend the reference no. reflected in Bid Form</i>					
<b>II. OTHER DISCUSSIONS</b>					
<b>OTHER MATTERS</b>	<p>1. The following points were also emphasized:</p> <ul style="list-style-type: none"> <li>• Authority of Signatory <ul style="list-style-type: none"> <li>- All signatures must be the authorized representative which was reflected in the Authority of Signatory.</li> </ul> </li> <li>• PhilGEPS Certificate <ul style="list-style-type: none"> <li>- It must be valid, current and updated.</li> <li>- The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents.</li> </ul> </li> <li>• For the required Competent Evidence of Identity <ul style="list-style-type: none"> <li>- Based on the Rules on Notarial Practice, only government-</li> </ul> </li> </ul>				

	<p>issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.</p> <ul style="list-style-type: none"> <li>• No. 10<sup>th</sup> statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> <li>- Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.</li> </ul> </li> <li>• Documents such Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must specific to the project.</li> <li>• Additional documents of the LCB must submit within five (5) calendar days from the receipt of the notice from the BAC.</li> </ul> <p>2. Nordic Ventures inquired about the terms of payment wherein the Chairperson manifested that clarification on the same should be put in writing to properly address their concerns.</p> <p>3. It was presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications shall be on October 8, 2019.</p>
<b>ATTACHMENTS</b>	Price Schedule.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>3:00PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Friday, October 4, 2019.
<b>PREPARED BY</b>	Procurement Division VII  SGD <b>ROWENA R. INOCENTES</b> Secretariat

CERTIFIED CORRECT

Bids and Awards Committee VII (BAC VII)

SGD  
**MA. JENNIFER R. JIMENEZ**  
Provisional Member (PMOIC)

SGD  
**MILDIADEMA LUSTRIA**  
Provisional Member (AdHoc)

SGD  
**VIC ANTHONY A. TUBON**  
Vice Chairperson

SGD  
**ROSALINDA V. DAPITO**  
Chairperson

*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.*