



MINUTES OF MEETING

Thursday, September 19, 2019	10:00AM	MEETING ROOM 2
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII													
TYPE OF MEETING	Prebid Conference													
PROJECT	Supply and Delivery of Detergent Powder for the Procurement Service (PS)													
REFERENCE NO.	PB No 19-287-7													
ATTENDEES	<p>Bids and Awards Committee VII</p> <table border="0"> <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. Consolacion S. Cinco</td> <td>Ad Hoc Member</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Provisional Member (PMO-in-Charge)</td> </tr> </table> <p>Procurement Division VII</p> <table border="0"> <tr> <td>Ms. Kaila M. Jaroney</td> <td>Secretariat</td> </tr> </table> <p>Bidders:</p> <table border="0"> <tr> <td>Ms. Len Ocera</td> <td>LMS Industries</td> </tr> </table>		Ms. Rosalinda V. Dapito	Chairperson	Mr. Vic Anthony A. Tubon	Vice Chairperson	Ms. Consolacion S. Cinco	Ad Hoc Member	Ms. Rowena R. Inocentes	Provisional Member (PMO-in-Charge)	Ms. Kaila M. Jaroney	Secretariat	Ms. Len Ocera	LMS Industries
Ms. Rosalinda V. Dapito	Chairperson													
Mr. Vic Anthony A. Tubon	Vice Chairperson													
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Ms. Kaila M. Jaroney	Secretariat													
Ms. Len Ocera	LMS Industries													

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:45AM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees and the required quorum has been established. 3. Invitation to Observers was sent within the prescribed period, but none attended the activity. 4. The Secretariat presented the general requirements for government procurement.
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DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>Section I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>Section II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
BID DATA SHEET	<p>Section III</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>Section IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>Section V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
SCHEDULE OF REQUIREMENTS	<p>Section VI</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
TECHNICAL SPECIFICATIONS	<p>Section VII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>

<p>BIDDING FORMS</p>	<p>Section VIII Price Schedule</p> <ul style="list-style-type: none"> - <i>The BAC emphasized the price schedule form/s re: For Goods Offered From Abroad or For Goods Offered From Within the Philippines (whichever is applicable) that should be submitted together with the Financial Bid Form.</i>
<p>II. OTHER DISCUSSIONS</p>	
<p>OTHER MATTERS</p>	<ol style="list-style-type: none"> 1. The following points were also emphasized: <ul style="list-style-type: none"> • PhilGEPS Certificate <ul style="list-style-type: none"> - It must be valid, current and updated. - 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. • For the required Competent Evidence of Identity <ul style="list-style-type: none"> - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed. • No. 10th statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th 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. • Documents such as Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must be specific to the project. • Additional documents of the LCB must be submitted within five (5) calendar days from the receipt of the notice from the BAC. 2. Any amendment shall be reflected in the Bid Bulletin to be issued for the project. 3. The matrix of schedule of bidding activities was presented and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications will be on September 23, 2019.

ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:00PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on Thursday, September 19, 2019.
PREPARED BY	Procurement Division VII SGD MS. KAILA M. JARONAY Secretariat
CERTIFIED CORRECT	Bids and Awards Committee VII (BAC VII) SGD MS. ROWENA R. INOCENTES Provisional Member (PMOIC) SGD MS. CONSOLACION S. CINCO Ad Hoc Member SGD MR. VIC ANTHONY A. TUBON Vice Chairperson SGD MS. 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.