

MINUTES OF MEETING

September 24, 2019	10:00 AM	Conference Room A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																		
TYPE OF MEETING	Pre-Bid Conference																		
PROJECT	Supply and Delivery of Glue for the Procurement Service																		
REFERENCE NO.	PB No. 19-290-5																		
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice-chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John Cabueños</td> <td>Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Center Point Sales and Trading Inc.</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice-chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Ms. Jessica G. Gapuz	Member	Engr. Nicole John Cabueños	Member	Engr. Yuji C. Hoshina	Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Maeah Airocel Isidro	Center Point Sales and Trading Inc.
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:39 AM with the Chairperson presiding. 2. The PMOIC acknowledged the presence of the attendees. 3. It was also reported that observers were invited for this activity but none confirmed their attendance. 4. Having established the required quorum, Engr. Hoshina was instructed by the Chairperson to proceed with the discussion of the general requirements for government procurement. 																		

DISCUSSION

HIGHLIGHTS OF ACTIVITY	
	<p>The PMOIC presented the following documents before the Committee:</p> <ul style="list-style-type: none"> - Bidding Documents - Schedule of Bidding Activities
BID DOCUMENTS	
INVITATION TO BID	No questions or clarifications from the prospective bidders.
BID DATA SHEET	<p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>4. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the Months of February, March, April, May, June and July 2019.</p> <p>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</p> <p>xxx</p> <p>The Chairperson clarified that since the opening of bid will fall on 08 October 2019 and the last day of filing of VAT Returns for the month of August 2019 is on 25 September 2019, the requirement must include the VAT Return for the month of August 2019 and exclude the February 2019 VAT Return.</p> <p>The PMOIC acknowledged the same and stated that the amendment will be reflected in the bid bulletin.</p> <p>xxx</p> <p>The PMOIC emphasized that bidders with overdue deliveries for same items as of the date of bid opening as certified by the PS Procurement Division V are not allowed to participate in the bidding.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>SCC Clause 16.1 Page 67</p> <p>The PMOIC manifested that since the testing center requires four (4) jars of sample to be tested and evaluated, the requirement in the bidding document is likewise revised to comply with it.</p>

SCHEDULE OF REQUIREMENT	The Chairperson informed the prospective bidder that considering that the first (1 st) tranche of delivery will undergo sample testing, the Committee decided to divide the same into two (2) deliveries within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP).
TECHNICAL SPECIFICATIONS	No questions or clarifications from the prospective bidders.
BID FORM	<p>The Chairperson reminded the prospective bidder that the Schedule of Prices is an integral part of the Bid Form. Hence, the same must likewise be signed by the company's authorized representative in every page. Failure to comply with this requirement is a ground for disqualification.</p> <p>Furthermore, in case the prospective bidder opted to retype the bid form, the Chairperson manifested that they must include all the provision indicated in the original form as reflected in the bidding document.</p>
OTHER MATTERS	No Discussion

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:10 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Tuesday, September 24, 2019.
PREPARED BY	<p style="text-align: center;">(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>

<p>CERTIFIED CORRECT</p>	<p>(SGD.) MR. BOYCIE F. TARCA Ad Hoc Member, Bids and Awards Committee V</p> <p>(SGD.) MR. ARNEL B. CUNANAN PMOIC, Bids and Awards Committee V</p> <p>(SGD.) MR. JACK G. MERCADO Vice – Chairperson, Bids and Awards Committee V</p> <p>(SGD.) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>
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*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.*