

# MINUTES OF MEETING

September 24, 2019	11:00 AM	Conference Room A
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>																		
<b>TYPE OF MEETING</b>	<b>Pre-Bid Conference</b>																		
<b>PROJECT</b>	Supply and Delivery of Rubber Band No. 18 for the Procurement Service																		
<b>REFERENCE NO.</b>	<b>PB No. 19-293-5</b>																		
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></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><b>Procurement Division V</b></p> <table> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p><b>Prospective Bidders</b></p> <table> <tr> <td>Mr. Albert Tanquintic</td> <td>GTK Trading</td> </tr> <tr> <td>Ms. Maeah Airocel Isidro</td> <td>Center Point Sales and Trading Inc.</td> </tr> <tr> <td>Mr. Paolo Yalong</td> <td>WHT</td> </tr> <tr> <td>Mr. Alain Pineda</td> <td>Westlink</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. Rosemarie N. Andulan	Secretariat	Mr. Albert Tanquintic	GTK Trading	Ms. Maeah Airocel Isidro	Center Point Sales and Trading Inc.	Mr. Paolo Yalong	WHT	Mr. Alain Pineda	Westlink
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<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled Pre-bid Conference started at <b>11:19 AM</b> with the Chairperson presiding.</li> <li>2. The PMOIC acknowledged the presence of the attendees.</li> <li>3. It was also reported that observers were invited for this activity but none confirmed their attendance.</li> <li>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.</li> </ol>																		

## DISCUSSION

HIGHLIGHTS OF ACTIVITY	
	<p>The PMOIC presented the following documents before the Committee:</p> <ul style="list-style-type: none"> <li>- Bidding Documents</li> <li>- Schedule of Bidding Activities</li> </ul>
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><b>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.</b></p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>One of the prospective bidders asked for the testing centers that will conduct the sample evaluation.</p> <p><b>The Chairperson answered that these are government accredited testing centers.</b></p> <p><b>Moreover, the Chairperson clarified that during the bid opening, bidders must likewise submit two (2) boxes of sample of their offered item since it will undergo the post-qualification where on the sample evaluation other bidders will be invited to observe. He noted that any observation that may arise in the said activity may only be raised during the issuance of the Notice of the Lowest Calculated Responsive Bid. When the sample passed the initial evaluation conducted by the Technical Working Group (TWG), the bidder will be notified to pay the required testing fee for the prototype sample to be tested in the testing center.</b></p>
SCHEDULE OF REQUIREMENT	<b>The Chairperson explained to the prospective bidders that the initial two (2) tranches of deliveries are within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP) since sample will still undergo testing.</b>
TECHNICAL SPECIFICATIONS	No questions or clarifications from the prospective bidders.
BID FORM	<b>The Chairperson reminded the prospective bidders that the Schedule of Prices is an integral part of the Bid Form. Hence, the same must be signed by the company's authorized representative in every page. Failure to comply with this requirement is a ground for disqualification.</b>

	<b>Furthermore, in case the prospective bidders 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.</b>
<b>OTHER MATTERS</b>	No Discussion

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 12:00 PM
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Pre-Bid Conference</b> conducted on Tuesday, September 24, 2019.
<b>PREPARED BY</b>	(SGD.) <b>MS. ROSEMARIE N. ANDULAN</b> BAC SECRETARIAT
<b>CERTIFIED CORRECT</b>	(SGD.) <b>MR. BOYCIE F. TARCA</b> Ad Hoc Member, Bids and Awards Committee V  (SGD.) <b>MR. ARNEL B. CUNANAN</b> PMOIC, Bids and Awards Committee V  (SGD.) <b>MR. JACK G. MERCADO</b> Vice – Chairperson, 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.*