



MINUTES OF MEETING




Monday, 9 November 2020	1:30 PM	Via Google Meet
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MEETING CALLED BY	Bids and Awards Committee II																										
TYPE OF MEETING	Pre-Bid Conference																										
PROJECT	<p>PB No. 20-044-2: Supply and Delivery of External Hard Drive, 1 TB for the Procurement Service</p> <p>PB No. 20-045-2: Supply and Delivery of Plastic Molded Products for the Procurement Service</p>																										
ATTENDEES	<p>Bids and Awards Committee II</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Paul Jasper V. De Guzman</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Sharon Y. Baile</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Carla Divina Espino</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Jennifer Gemudiano</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Jennelyn Sabarez</td> <td>Ad Hoc Representative</td> </tr> </table> <p>BAC-Support</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Jerome Catapang</td> <td>TWG</td> </tr> <tr> <td>Ms. Erica Santos</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Jamielle Rae Baluyot</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Ma. Angelica Hui</td> <td>Secretariat</td> </tr> </table> <p>Bidder(s)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Levi Orquia</td> <td>United Polyresins (PB 20-045-2)</td> </tr> <tr> <td>Ms. Maria Theresa Temena</td> <td>Advance Solutions (PB 20-044-2)</td> </tr> <tr> <td>Ms. Jane Fuentes</td> <td>Pronet (PB 20-044-2)</td> </tr> <tr> <td>Mr. Aldrich Tang</td> <td>Rodenstock (PB 20-045-2)</td> </tr> </table>	Mr. Paul Jasper V. De Guzman	Chairperson	Ms. Sharon Y. Baile	Vice Chairperson	Atty. Carla Divina Espino	Regular Member	Ms. Jennifer Gemudiano	Provisional Member	Ms. Jennelyn Sabarez	Ad Hoc Representative	Mr. Jerome Catapang	TWG	Ms. Erica Santos	Secretariat	Ms. Jamielle Rae Baluyot	Secretariat	Mr. Ma. Angelica Hui	Secretariat	Ms. Levi Orquia	United Polyresins (PB 20-045-2)	Ms. Maria Theresa Temena	Advance Solutions (PB 20-044-2)	Ms. Jane Fuentes	Pronet (PB 20-044-2)	Mr. Aldrich Tang	Rodenstock (PB 20-045-2)
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CALL TO ORDER	The scheduled Pre-Bid Conference started at 1:30 PM and was presided by the Chairperson.																										
COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.																										

DISCUSSION

I. BID DOCUMENTS

<p>INVITATION TO BID</p>	<p>No further clarification.</p>																
<p>INSTRUCTION TO BIDDERS</p>	<p>No further clarification.</p>																
<p>BID DATA SHEET</p>	<p>No further clarification.</p>																
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>No further clarification.</p>																
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>No further clarification.</p>																
<p>SCHEDULE OF REQUIREMENTS</p>	<p>PB 20-045-2:</p> <p>xxx</p> <table border="1" data-bbox="448 1066 1374 1473"> <thead> <tr> <th data-bbox="448 1066 539 1178">Lot No.</th> <th data-bbox="539 1066 863 1178">ITEM/ DESCRIPTION</th> <th data-bbox="863 1066 1137 1178">REQUIREMENTS</th> <th data-bbox="1137 1066 1374 1178">TESTING CENTER</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1178 539 1256">1</td> <td data-bbox="539 1178 863 1256">xxx</td> <td data-bbox="863 1178 1137 1256">xxx</td> <td data-bbox="1137 1178 1374 1256"></td> </tr> <tr> <td data-bbox="448 1256 539 1335">2</td> <td data-bbox="539 1256 863 1335">xxx</td> <td data-bbox="863 1256 1137 1335">xxx</td> <td data-bbox="1137 1256 1374 1335"></td> </tr> <tr> <td data-bbox="448 1335 539 1473">3</td> <td data-bbox="539 1335 863 1473">Trashbag</td> <td data-bbox="863 1335 1137 1473">- Three (3) rolls, Two (2) packs</td> <td data-bbox="1137 1335 1374 1473">xxx</td> </tr> </tbody> </table> <p>xxx</p> <ul style="list-style-type: none"> The TWG member raised that there is a discrepancy in the quantity required for the submission of samples/demo units. <p>It was noted and clarified by the Chairperson.</p> <p>Amendments and other clarifications on said project shall reflect in the Supplemental Bid Bulletin to be issued.</p> <ul style="list-style-type: none"> Representative from Rodenstock Manufacturing Corp. requested to be clarified if testing fees shall be used and needed for Post-Qualification. <p>The BAC replied in the affirmative. Likewise, testing fees will be based on the prescribed fee set by FPRDI.</p>	Lot No.	ITEM/ DESCRIPTION	REQUIREMENTS	TESTING CENTER	1	xxx	xxx		2	xxx	xxx		3	Trashbag	- Three (3) rolls, Two (2) packs	xxx
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TECHNICAL SPECIFICATIONS	No further clarification.
III. OTHER MATTERS	
OTHER MATTERS	<ul style="list-style-type: none"> • The BAC Secretariat reminded the bidders to be diligent in accomplishing the document that need to be accomplished, specially the competent evidence of identity. • The BAC Secretariat also reminded the bidders that all submissions – bid envelopes and samples shall be submitted at the second floor.
	We certify that the foregoing is the true account of the Prebid Conference conducted on November 9, 2020.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:00 PM.
PREPARED BY	<p>Procurement Division V (Secretariat):</p> <div style="text-align: center;">  MS. JAMILLE RAE T. BALUYOT Member </div> <div style="text-align: center; margin-top: 20px;"> MS. ERICA SANTOS Member </div> <div style="text-align: center; margin-top: 20px;">  MS. MA. ANGELICA M. HUI Member </div>
REVIEWED BY	<div style="text-align: center;">  WEBSTER M. LAURENANA OIC-Procurement Division V </div>

BIDS AND AWARDS COMMITTEE II

MR. PAUL JASPER V. DE GUZMAN
Chairperson

MS. SHARON Y. BAILE
Vice-Chairperson

MS. JENNEFER GEMUDIANO
Provisional Member (PB 20-044-2)

ENGR. ANTONIO HERMIDA
Provisional Member (PB 20-045-2)

ATTY. CARLA DIVINA ESPINO
Provisional Member

MS. JENNELYN SABAREZ
Ad Hoc Representative, CUSE

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