



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

Tuesday, May 12, 2020	10:00AM	CONFERENCE ROOM C
-----------------------	---------	-------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX												
TYPE OF MEETING	PREBID CONFERENCE												
PROJECT	SUPPLY AND DELIVERY OF PENCIL SHARPENER FOR THE PROCUREMENT SERVICE (PS)												
REFERENCE NO.	PUBLIC BIDDING NO. 19-017-9												
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE VII</p> <table><tr><td>Engr. Ian T. Fajarito</td><td>Chairperson</td></tr><tr><td>Ms. Ma. Jennifer R. Jimenez</td><td>Vice – Chairperson</td></tr><tr><td>Mr. Rojim RJ C. Espere</td><td>Provisional Member (PMOIC), PS</td></tr><tr><td>Ms. Catherine Ann D. Mirabel</td><td>Provisional Member (Adhoc), PS</td></tr></table> <p>Procurement Division IX</p> <table><tr><td>Ms. Kristine Joy G. Delos Santos</td><td>Secretariat</td></tr></table> <p>Bidders:</p> <table><tr><td>Mr. Paolo Yalong</td><td>West Heaven Trading Corporation</td></tr></table>	Engr. Ian T. Fajarito	Chairperson	Ms. Ma. Jennifer R. Jimenez	Vice – Chairperson	Mr. Rojim RJ C. Espere	Provisional Member (PMOIC), PS	Ms. Catherine Ann D. Mirabel	Provisional Member (Adhoc), PS	Ms. Kristine Joy G. Delos Santos	Secretariat	Mr. Paolo Yalong	West Heaven Trading Corporation
Engr. Ian T. Fajarito	Chairperson												
Ms. Ma. Jennifer R. Jimenez	Vice – Chairperson												
Mr. Rojim RJ C. Espere	Provisional Member (PMOIC), PS												
Ms. Catherine Ann D. Mirabel	Provisional Member (Adhoc), PS												
Ms. Kristine Joy G. Delos Santos	Secretariat												
Mr. Paolo Yalong	West Heaven Trading Corporation												

CALL TO ORDER	<ol style="list-style-type: none"> 1. THE SCHEDULED PREBID CONFERENCE STARTED AT 10:40AM WITH THE CHAIRPERSON PRESIDING. 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. 3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers. 4. The Chairperson presented the general requirements for government procurement.
----------------------	---

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 I</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 BDS Clause 12.1(a)(i) Page 40</p> <ul style="list-style-type: none"> ● Proponent inquired on the effect of the Enhanced Community Quarantine (ECQ) on the expired PHILGEPS PLATINUM MEMBERSHIP and the acceptability of such document. <ul style="list-style-type: none"> ➤ The Chairperson clarified that due to the ECQ, the Philgeps may issue an certification for the expired platinum membership and recommended that the proponent shall visit the Philgeps Office for the procedure.

	<ul style="list-style-type: none"> ● Proponent also asked about the expired/filing of Audited Financial Statement that due to ECQ they cannot file any AFS during ECQ. <ul style="list-style-type: none"> ➤ The Chairperson reiterated that due to ECQ, it is indeed justifiable and likewise emphasized that under the Bidding Documents, 2018 AFS is required.
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> <ul style="list-style-type: none"> ● The Chairperson said that a clarificatory statement shall be included in the Supplemental/ Bid Bulletin to be issued for the project as regards on when the samples be submitted (during opening of bids or post – qualification). <ul style="list-style-type: none"> ➤ The proponent confirmed that they can comply with any of the two.
TECHNICAL SPECIFICATIONS	<p>SECTION VII</p> <ul style="list-style-type: none"> ● The Chairperson emphasized that non – compliance with the technical specification is a major ground for post – disqualification. <ul style="list-style-type: none"> ➤ Proponent assured that they can comply with the technical specification. ● The AdHoc Member suggested the adoption of marking and labeling requirements as decided by the Technical Specification Review Committee (TSRC) and the same shall be included in the Bid Bulletin.
BID FORMS	<p>Section VIII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>

III. OTHER MATTERS	
OTHER MATTERS	<p>1. The following points were also emphasized:</p> <ul style="list-style-type: none"> ● 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"> - It was emphasized that 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. <p>2. The PMOIC 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 of written clarifications shall be on May 15, 2020.</p>
ADJOURNMENT	HAVING NO OTHER MATTERS FOR DISCUSSION, THE MEETING WAS ADJOURNED AT 12:00NN .
CERTIFICATION	WE CERTIFY THAT THE FOREGOING IS TRUE ACCOUNT OF PREBID CONFERENCE CONDUCTED ON MAY 12, 2020.
PREPARED BY	PROCUREMENT DIVISION IX SGD. MR. ROJIM RJ C. ESPERE Provisional Member (PMOIC), PS
CERTIFIED CORRECT	Bids and Awards Committee IX (BAC IX) SGD. MS. CATHERINE ANN D. MIRABEL Provisional Member (AdHoc), PS SGD. MS. MA. JENNIFER R. JIMENEZ Vice-Chairperson SGD. ENGR. IAN T. FAJARITO 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.