



MINUTES OF MEETING

Wednesday, October 28, 2020

2:30 PM

CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I												
TYPE OF MEETING	PREBID CONFERENCE												
PROJECT	Supply and Delivery of Record Books for the Procurement Service (PS) (Framework Agreement)												
REFERENCE NO.	PUBLIC BIDDING NO. 20-028-1												
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE I</p> <table><tr><td>Mr. Dickson T. Pantì</td><td>Chairperson</td></tr><tr><td>Engr. Nicole John D. Cabueños</td><td>Vice-Chairperson</td></tr><tr><td>Atty. Earvin Jay I. Alparaque</td><td>Regular Member</td></tr><tr><td>Mr. James F. Gabilo</td><td>PMO-in-Charge</td></tr><tr><td>Ms. Ana Zosith A. Cañares</td><td>Ad Hoc Member</td></tr></table> <p>BAC SECRETARIAT/S</p> <p>Ms. Kristine Joy G. Delos Santos Ms. Julie U. Guimbuayan</p> <p>TECHNICAL WORKING GROUP</p> <p>Mr. Vic Anthony A. Tubon Mr. Jonas E. Bachó</p> <p>BIDDER/S</p> <table><tr><td>Ms. MaeahAirocel Isidro</td><td>Center Point Sales and Trading, Inc.</td></tr></table>	Mr. Dickson T. Pantì	Chairperson	Engr. Nicole John D. Cabueños	Vice-Chairperson	Atty. Earvin Jay I. Alparaque	Regular Member	Mr. James F. Gabilo	PMO-in-Charge	Ms. Ana Zosith A. Cañares	Ad Hoc Member	Ms. MaeahAirocel Isidro	Center Point Sales and Trading, Inc.
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Ms. MaeahAirocel Isidro	Center Point Sales and Trading, Inc.												

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 2:00 pm with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees and stated that with the presence of the five (5) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC'S compliance regarding the invitation of Observers. 4. The Secretariat presented the general requirements for government procurement.
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DISCUSSIONS

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

To include the following:

Lot No. 1
Page No. 73

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
RECORD BOOK, 300 pages Conforms to the attached Technical Specifications PS STANDARD NO. PP 023:2014 UNSPSC Code No. 14111531-RE-B01 Dated: 12 JANUARY 2017 *For Packaging and Marking / Labeling Requirements based from TSRC Resolution No. 19-005 dated November 20, 2019. Please see attached Annexes	Brand:

Lot No. 2
Page No. 76

LOT NO. 1-2	:	RECORD BOOK, 500 pages
QUANTITY	:	42,900 books
APPROVED BUDGET PER UNIT	:	₱112.00
APPROVED BUDGET FOR THE CONTRACT	:	₱4,804,800.00

Lot No. 2
Page No. 76

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
RECORD BOOK, 500 pages Conforms to the attached Technical Specifications PS STANDARD NO. PP 024:2014 UNSPSC Code No. 14111531-RE-B02	Brand:

	<div>Dated: 12 JANUARY 2017</div> <div>*For Packaging and Marking / Labeling Requirements based from TSRC Resolution No. 19-005 dated November 20, 2019. Please see attached Annexes</div>	
	The clarifications and amendments in the Bidding Documents particularly in the Technical Specifications as discussed and approved by the Committee, a Bid Bulletin shall be issued and posted to effect the changes.	
BID FORMS	Section VIII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.	
III. OTHER MATTERS		
OTHER MATTERS	No other matters were discussed.	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM.	
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on Wednesday, October 28, 2020.	
PREPARED BY	SGD. MS. KRISTINE JOY G. DELOS SANTOS Secretariat	
REVIEWED BY	SGD. MR. JOSEPH CONRAD D. DUEÑAS Head, BAC Secretariat Subgroup	
EARVIN CERTIFIED CORRECT	BIDS AND AWARDS COMMITTEE I SGD. MS. ANA ZOSITH A. CAÑARES AdHoc Member SGD. MR. JAMES F. GABILO Provisional Member (PMOIC) SGD. ATTY. JAY I. ALPARAQUE Regular Member	

SGD.
ENGR. NICOLE JOHN D. CABUEÑOS
Vice-Chairperson

SGD.
MR. DICKSON T. PANTI
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.