



	<p>joined through the video conference platform.</p> <p>2. The Secretariat, likewise, presented the Invitation to Observers. However, none confirmed attendance.</p> <p>3. Having the established quorum, the Chairperson asked the Secretariat to proceed with the presentation of the general requirements for government procurement of Goods.</p>
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**I. BID DOCUMENTS**

<b>INSTRUCTIONS TO BIDDERS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
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<b>BID DATA SHEET</b>	<p><b>Page 22</b>  <b>ITB Clause 20.2</b>  <b>Post Qualification Documents</b>  <b>Item No. 6 – Valid Test Result within two (2) months prior to the opening of bids, issued by the government laboratory testing center or government accredited private laboratory testing center.</b></p> <p>XXX</p> <ul style="list-style-type: none"> <li>• Prospective bidders inquired if the Test Result should include the specific Brand Name of their product since their previous test result does not include the Brand Name. <ul style="list-style-type: none"> <li>➢ <b>The Committee clarified to the prospective bidders to include the brand on their Test Result. In the event that they already have valid test result that does not include the brand name, they need to attach any verifiable proof that the brand that has been tested is the same brand that they submit during post-qualification.</b></li> </ul> </li> </ul> <p>XXX</p> <ul style="list-style-type: none"> <li>• Prospective bidder inquired if valid test report within six (6) months is acceptable during Acceptance Test in Procurement Service (PS). <ul style="list-style-type: none"> <li>➢ <b>The Committee inquired if the validity of the test is indicated in the Pre-delivery Inspection Test. Prospective bidders answered that the validity is not indicated. They clarified that the Inspection Division usually require them to conduct testing of their</b></li> </ul> </li> </ul>
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	<p><b>delivery, if the Test Result is conducted later than six (6) months.</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• Prospective bidder asked if in the event that the Test Result is not available during the Opening of Bids, can they submit the proof of payment that they already requested for the conduct of test on or before the Opening of Bids. They requested if they can bring the test result during the evaluation of sample.</li> </ul> <p>➤ <b>The Committee clarified that they should submit the Test Result during Post-Qualification. They also took note of the request. Amendment, if any, will be issued through Bid Bulletin.</b></p> <p>xxx</p>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>xxx</p> <p><b>Pre-inspection Delivery</b></p> <ul style="list-style-type: none"> <li>• Prospective bidder requested if their on-hand stock can be included in the pre-delivery inspection, which will form part of the delivery for the first (1<sup>st</sup>) tranche requirement. They also raised their experience wherein they received the Call-off Order while pre-delivery inspection has not yet conducted and they only have one (1) week to deliver.</li> </ul> <p>➤ <b>The Committee suggested to the bidders to include their three (3) months revolving stock in the pre-delivery inspection. They also took note of the clarification. Amendment, if any, will be issued through Bid Bulletin.</b></p> <p>xxx</p> <p><b>Delivery Period and Indicative Quantity</b></p> <ul style="list-style-type: none"> <li>• Prospective bidder requested to adjust the delivery period of all</li> </ul>

tranches to fifteen (15) calendar days.

- **The Committee took note of the request. Amendment, if any, will be issued through Bid Bulletin.**

XXX

- Prospective bidder made known their experience wherein during direct delivery of items to one depot, they were advised to wait because the warehouse is full because other supplier also delivered items on that day to the same warehouse.
- Prospective bidders requested that the quantities be adjusted based on their truck load capacity.
  - **The Committee took note of the request. Amendment, if any, will be issued through Bid Bulletin.**
- Prospective bidder requested for leniency when it comes to penalties.
  - **The Committee suggested to the bidders to properly file the documents relevant to deliveries to serve as proof if ever penalties are incurred.**
- Prospective bidder requested if it is possible that the Contract Management Division can relay to the bidders that they are preparing a Call-Off, so that the bidders can prepare on their side, before the release of the Call-Off.
  - **The Committee took note of the suggestion and will be further discussed.**

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#### **Submission of Sample**

- Prospective bidder asked on where to submit the required sample.
  - **The TWG answered that they need to submit the required sample to the PS Office.**

XXX

XXX

TECHNICAL  
SPECIFICATIONS

- Prospective bidder requested to include tolerance for the weight and also for the sheets per ream.

	<p>➤ <b>The Committee took note of the request. Amendment, if any, will be issued through Bid Bulletin.</b></p>				
	XXX				
<b>CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.				
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.				
<b>II. OTHER DISCUSSIONS</b>					
<b>OTHER MATTERS</b>	No further matter discussed.				
<b>ADJOURNMENT</b>	Having no other matters for discussions, the meeting was adjourned at <b>12:00 NN.</b>				
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of Pre-Bid Conference conducted on <b>05 February 2021</b>				
<b>PREPARED BY</b>	<p>BAC Secretariat:</p> <p style="text-align: center;">SIGNATURE REDACTED <b>ERICA M. SANTOS</b> Secretariat</p>				
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee I:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>SIGNATURE REDACTED</p> <p><b>JAMES F. GABILO</b> Provisional Member</p> </td> <td style="width: 50%; text-align: center;"> <p>SIGNATURE REDACTED</p> <p><b>ANA ZOSITH CAÑARES</b> AdHoc Member, PS-DBM</p> </td> </tr> <tr> <td style="width: 50%; text-align: center;"> <p>SIGNATURE REDACTED</p> <p><b>ATTY. HARVIN JAY L. ALPARAQUE</b> Regular Member</p> </td> <td style="width: 50%; text-align: center;"> <p>SIGNATURE REDACTED</p> <p><b>ENGR. NICOLE JOHN CABUEÑOS</b> Vice Chairperson</p> </td> </tr> </table>	<p>SIGNATURE REDACTED</p> <p><b>JAMES F. GABILO</b> Provisional Member</p>	<p>SIGNATURE REDACTED</p> <p><b>ANA ZOSITH CAÑARES</b> AdHoc Member, PS-DBM</p>	<p>SIGNATURE REDACTED</p> <p><b>ATTY. HARVIN JAY L. ALPARAQUE</b> Regular Member</p>	<p>SIGNATURE REDACTED</p> <p><b>ENGR. NICOLE JOHN CABUEÑOS</b> Vice Chairperson</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 "set" -- denotes separation of phrase/s being amended from the rest of the main text.*