



MINUTES OF MEETING

Wednesday, 17 February 2021	1:00 PM	TWG Room
-----------------------------	---------	----------

MEETING CALLED BY	Bids and Awards Committee II
TYPE OF MEETING	Pre-Bid Conference
PROJECT	PB No. 21-013-2: Supply and Delivery of Various Office Supplies for the Procurement Service
ATTENDEES	<p>Bids and Awards Committee II Paul Jasper De Guzman Chairperson Sharon Baile Vice-Chairperson Atty. Carla Divina Espino Regular Member Mark Vincent Dimayuga Provisional Member</p> <p>BAC Support Erica Santos Secretariat Ma. Angelica M. Hui Secretariat Jerome Catapang Technical Working Group (TWG) Karlou Borja TWG Jules Amiel Angeles TWG</p> <p>Prospective Bidders Paolo Yalong West Heaven Trading Jowel Fortuna Kingfiles Multi Venture Inc.</p> <p>Via Google Meet Advance Suburban Facility Service Corp. Center Point Sales Technology Inc.</p> <p>Other Attendees Jessica Gapuz PD 2 Jennefer Gemudiano PD 2</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 1:30 PM and was presided by the Chairperson.

36

g

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

INVITATION TO BID	<ul style="list-style-type: none">- Prospective bidder inquired on the requirements needed to obtain the bidding documents are.<ul style="list-style-type: none">➤ The Committee answered that bidders may acquire the Bidding Documents upon payment of a non-refundable fee.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	No further clarification.
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	No further clarification.
SCHEDULE OF REQUIREMENTS	<p>Section VI. Schedule of Requirements Page No. 44 Note: Suppliers shall maintain two (2) months revolving stocks at all times.</p> <p>xxx</p> <ul style="list-style-type: none">- Prospective bidder asked if the two (2) months revolving stocks indicated on the Schedule of Requirement form refers to two (2) tranches.<ul style="list-style-type: none">➤ The Committee answered that the two (2) months revolving stock is based on the whole bidding quantity. <p>xxx</p> <p>Submission of Samples/Demo Unit Page No. 45 Lot No. 1 – Clearbook, 20 transparent pockets, A4 One (1) box of twelve (12) pieces per box (any of the following color: blue, black red, yellow)</p> <p>xxx</p>

- Prospective bidder inquired if it is acceptable to submit color black only.
- **The Committee clarified that submission of one (1) color is acceptable, as long as the color submitted is on the list of required colors.**

XXX

XXX

Page No. 55
Lot No. 3 – File Organizer, expanding plastic, 12 pockets
Packaging – Fifty (50) pieces per box

XXX

- Prospective bidder inquired if the colors are packed on a per color or assorted colors.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

XXX

Page No. 58
Lot No. 4 – Folder, L-type, plastic, Legal
Packaging – Fifty (50) pieces per pack, Twenty-four (24) packs per box

XXX

TECHNICAL
SPECIFICATIONS

- Prospective bidder inquired if the colors are packed on a per color or assorted colors.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

XXX

Page No. 61
Lot No. 5 – Index Tab
Packaging – Fifty (50) boxes per pack

XXX

- Prospective bidder inquired if the colors are packed per color or assorted colors.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

XXX

Page No. 64
Lot No. 5 – Paper Clip, Vinyl/Plastic Coated, 33mm

Packaging – One hundred (100) pieces per box or 52 grams (min) (net of box), Fifty (50) boxes per carton

xxx

- Prospective bidder inquired if the colors are packed on a per color or assorted colors.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

xxx

Page No. 67

Lot No. 6 – Ring Binder

Packaging – Ten (10) pieces per bundle, Sixteen (16) bundles per box

Xxx

- Prospective bidder asked if it is acceptable to submit two (2) colors, black and white only.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

xxx

- Prospective bidder inquired if the colors are packed on a per color or assorted colors.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**

xxx

Page No. 69

Additional Requirement on Packaging and Marking/Labeling

xxx

- Prospective bidder inquired on where the label will be placed on the item.
- **The Committee took note of the clarification. Amendments, if any, will be issued through Supplemental Bid Bulletin.**



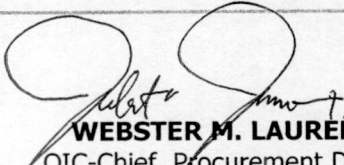
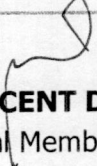
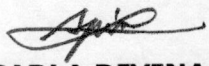
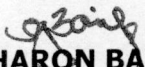

Xxx

III. OTHER MATTERS

OTHER MATTERS

No further clarification.

We certify that the foregoing is the true account of the Prebid Conference conducted on **February 17, 2021.**

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:45 PM.
PREPARED BY	<p>BAC SECRETARIAT:</p> <p> MA. ANGELICA M. HUI Secretariat</p> <p> ERICA B. SANTOS Secretariat</p>
REVIEWED BY	<p> WEBSTER M. LAUREÑANA OIC-Chief, Procurement Division V</p>
CERTIFIED CORRECT	<p> MARK VINCENT DIMAYUGA Provisional Member/PMOIC</p> <p> ATTY. CARLA DIVINA ESPINO Regular Member</p> <p> SHARON BAILE Vice-Chairperson</p> <p> PAUL JASPER DE GUZMAN Chairperson</p>