



MINUTES OF MEETING

Monday, January 04, 2021	Time: 10:00 AM	Venue: Conference Room A
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MEETING CALLED BY	Bids and Awards Committee I																
TYPE OF MEETING	Pre-Bid Conference																
PROJECT	Supply and Delivery of Note Pad, Stick-On for the Procurement Service (PS)																
REFERENCE NO.	PB 20-059-1																
ATTENDEES	<p>Bids and Awards Committee I (BAC I)</p> <table> <tr> <td>Mr. Dickson T. Pantí</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Rodelio Mendez</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Ana Zosith Cañares</td> <td>Ad Hoc Member, PS</td> </tr> </table> <p>Technical Working Group (TWG)</p> <table> <tr> <td>Mr. Francis Raymund Lasam</td> <td>TWG</td> </tr> </table> <p>Secretariat</p> <table> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat-In-Charge</td> </tr> <tr> <td>Ms. Maybelline N. Galang</td> <td>Member</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Maeah Aerocil Isidro*</td> <td>Center Point Sales Trading Inc.</td> </tr> <tr> <td>Ms. Jenneth Tocayon*</td> <td>SPH International Corporation</td> </tr> </table> <p><i>*present via Google Meet</i></p>	Mr. Dickson T. Pantí	Chairperson	Mr. Rodelio Mendez	Provisional Member	Ms. Ana Zosith Cañares	Ad Hoc Member, PS	Mr. Francis Raymund Lasam	TWG	Mr. Vincent Joseph D. Disu	Secretariat-In-Charge	Ms. Maybelline N. Galang	Member	Ms. Maeah Aerocil Isidro*	Center Point Sales Trading Inc.	Ms. Jenneth Tocayon*	SPH International Corporation
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PREBID CONFERENCE

PB20-059-1

Project Title : Supply and Delivery of Note

Pad, Stick-On, for the Procurement Service

DBM Compound, General Solano Street, San Miguel, Manila

www.philgeps.gov.ph

(02) 640 6906 | 640 6907 | 640 6908 | 640 6909

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:15 AM with Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC I, the required quorum has been established.
COMPLIANCE TO R.A. 9184	<p>After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers.</p> <ul style="list-style-type: none"> ➤ <i>Notices to the Observers have been sent within the prescribed period, however, the absence of the observers will not sever the activity.</i>

DISCUSSIONS

I. HIGHLIGHTS	
DOCUMENTATIONS	<p>The Secretariat discussed the general requirements for government procurement of goods. The following topics were tackled: the purpose of the conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions, timelines and the Secretariat contact details, among others.</p>
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>
INSTRUCTION TO BIDDERS	<p>SECTION II</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 20.2 Page No. 22</p>

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	<p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should any of the documents indicated in "Annex A" of the Certificate is not updated, the bidder shall submit the Certificate together with the updated documents.</p> <ul style="list-style-type: none"> • The Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up to date together with its contents. Submission of proof of application of renewal must be submitted together with the PHILGEPS Certificate.
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p>BIDDING FORMS</p>	<p>Section VIII Statement of Completed Similar Contracts Page No. 55</p> <ul style="list-style-type: none"> • The Secretariat reminded the prospective bidders to fill out all the necessary details including the signature of the authorized representative and date of completion.

List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
Page No. 56

- The Secretariat reminded the prospective bidders of the mandatory submission of the form even if there is nothing to declare. The said form shall be signed by an authorized representative.

Omnibus Sworn Statement
Page No. 52-54

- It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 11th 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.

All Other Forms

- The Secretariat emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions.

Competent Evidence of Identity

- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidence. Community Tax Certificate (CTC) is not allowed.

II. OTHER MATTERS

OTHER MATTERS

- The Chairperson reminded the prospective bidders that requests for clarification/s on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the Secretariat on the schedule provided.
- The Secretariat presented the matrix of schedule of bidding activities.
- All other pertinent portions of the Pre-Bid Conference were presented and no other clarifications were raised.

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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:35 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on January 04, 2020.
PREPARED BY	<p>BAC Secretariat</p> <p style="text-align: center;">SIGNATURE REDACTED MR. VINCENT JOSEPH D. DISU Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee I (BAC I)</p> <p style="text-align: center;">SIGNATURE REDACTED MS. ANA ZOSITH CAÑARES Ad Hoc Member, PS</p> <p style="text-align: center;">SIGNATURE REDACTED MR. RODELIO MENDEZ JR. Provisional Member</p> <p style="text-align: center;"><i>-not present-</i> ATTY. EARVIN JAY ALPARAQUE Regular Member</p> <p style="text-align: center;"><i>-not present-</i> ENGR. NICOLE JOHN CABUEÑOS Vice - Chairperson</p> <p style="text-align: center;">SIGNATURE REDACTED MR. DICKSON PANTI Chairperson</p>