



## MINUTES OF MEETING

Friday, March 05, 2021	10:00 AM	Conference Room B / Via Google Meet																
<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE II</b>																	
<b>TYPE OF MEETING</b>	<b>PREBID CONFERENCE</b>																	
<b>PROJECT</b>	<b>Supply and Delivery of Various Cleaning Equipment and Supplies for the Procurement Service (PS) (Framework Agreement)</b>																	
<b>REFERENCE</b>	<b>PUBLIC BIDDING NO. 21-025-2</b>																	
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee VIII</b></p> <table><tr><td>Mr. Paul Jasper V. De Guzman</td><td>Chairperson</td></tr><tr><td>Ms. Sharon Y. Baile</td><td>Vice-Chairperson</td></tr><tr><td>Ms. Jessica G. Gapuz</td><td>Provisional Member</td></tr><tr><td>Ms. Jennelyn Sabarez*</td><td>Ad-Hoc Member</td></tr></table> <p><b>Procurement Division IV</b></p> <table><tr><td>Ms. Kristine Joy G. Delos Santos</td><td>Secretariat</td></tr></table> <p><b>Procurement Division IX</b></p> <table><tr><td>Mr. Jade Edwin H. Apin</td><td>TWG</td></tr></table> <p><b>Bidders:</b></p> <table><tr><td>Ms. Len Ocera</td><td>LMS Industries</td></tr><tr><td>Mr. Paolo Yalong</td><td>West Heaven Trading Corp.</td></tr></table> <p><i>*Attended through Google Meet</i></p>		Mr. Paul Jasper V. De Guzman	Chairperson	Ms. Sharon Y. Baile	Vice-Chairperson	Ms. Jessica G. Gapuz	Provisional Member	Ms. Jennelyn Sabarez*	Ad-Hoc Member	Ms. Kristine Joy G. Delos Santos	Secretariat	Mr. Jade Edwin H. Apin	TWG	Ms. Len Ocera	LMS Industries	Mr. Paolo Yalong	West Heaven Trading Corp.
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<b>CALL TO ORDER</b>	The scheduled Pre-Bid Conference started at 10:30 AM presided by the Chairperson.																	
<b>COMPLIANCE TO R.A. 9184</b>	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established the quorum to conduct the Pre-Bid Conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance with R.A. 9184.																	

## DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
INSTRUCTION TO BIDDERS	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
BID DATA SHEET	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"><li>➤ A representative from LMS Industries raised her concern in the Schedule of Requirements for Lot No.2.</li><li>• The BAC explained that under the Framework Agreement, there is a commitment by the supplier to immediately deliver at short notice which will translate to a mere efficient means of supply and delivery of goods.</li></ul>
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"><li>➤ A representative from LMS inquires on the submission of sample for Lot No. 4 Rags, all cotton.</li><li>• The BAC answered and explained to LMS that the sample to be submitted will form part of post-qualification and will be the basis for the quality check during delivery.</li></ul>
BID FORMS	<ul style="list-style-type: none"><li>• The provisions were highlighted and no further clarification.</li></ul>
III. OTHER MATTERS	
OTHER MATTERS	<ul style="list-style-type: none"><li>➤ The Secretariat discussed the timeline of the project.</li><li>➤ The Committee reminded the bidders to submit a clarification letter for better understanding on or before the deadline.</li></ul>
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on March 05, 2021.

<p><b>ADJOURNMENT</b></p>	<p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM.</p>
<p><b>PREPARED BY</b></p>	<p><b>BAC Support:</b></p> <p style="text-align: center;"><b>SGD</b> <b>MS. KRISTINE JOY G. DELOS SANTOS</b> BAC-Secretariat</p> <p style="text-align: center;"><b>SGD</b> <b>MR. JADE EDWIN H. APIN</b> Technical Working Group</p>
<p><b>REVIEWED BY</b></p>	<p style="text-align: center;"><b>SGD</b> <b>MR. JOSEPH CONRAD D. DUEÑAS</b> Head, BAC Secretariat Sub-group</p>
<p><b>CERTIFIED CORRECT</b></p>	<p><b>Bids and Awards Committee II:</b></p> <p style="text-align: center;"><b>SGD</b> <b>MS. JENNELYN SABAREZ</b> Ad-Hoc Member</p> <p style="text-align: center;"><b>SGD</b> <b>MS. JESSICA G. GAPUZ</b> Provisional Member (PMOIC)</p> <p style="text-align: center;"><b>SGD</b> <b>MS. SHARON Y. BAILE</b> Vice-Chairperson</p> <p style="text-align: center;"><b>SGD</b> <b>MR. PAUL JASPER V. DE GUZMAN</b> Chairperson</p>