

MINUTES OF MEETING

Monday, March 8, 2021	10:30 AM	AVR
-----------------------	----------	-----

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE II																
TYPE OF MEETING	Prebid Conference																
PROJECT	<i>Supply and Delivery of Electric Fan, Wall Type and LED Linear Tube, 18 Watts for the Procurement Service</i>																
REFERENCE NO.	PB 21-029-2																
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 2</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>Atty. Carla Divina B. Espino*</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Jennelyn Sabarez*</td> <td>Ad-Hoc Representative</td> </tr> <tr> <td>Ms. Jennefer C. Gemudiano</td> <td>Provisional Member</td> </tr> </table> <p>SECRETARIAT</p> <table> <tr> <td>Ms. Maybelline N. Galang</td> <td>Secretariat-in-Charge</td> </tr> </table> <p>TECHNICAL WORKING GROUP</p> <table> <tr> <td>Mr. Jules Amiel Angeles</td> <td>PS</td> </tr> <tr> <td>Mr. Vic Anthony Tubon</td> <td>PS</td> </tr> </table> <p><i>*Present through Google Meet</i></p>	Mr. Paul Jasper V. De Guzman	Chairperson	Ms. Sharon Y. Baile	Vice-Chairperson	Atty. Carla Divina B. Espino*	Regular Member	Ms. Jennelyn Sabarez*	Ad-Hoc Representative	Ms. Jennefer C. Gemudiano	Provisional Member	Ms. Maybelline N. Galang	Secretariat-in-Charge	Mr. Jules Amiel Angeles	PS	Mr. Vic Anthony Tubon	PS
Mr. Paul Jasper V. De Guzman	Chairperson																
Ms. Sharon Y. Baile	Vice-Chairperson																
Atty. Carla Divina B. Espino*	Regular Member																
Ms. Jennelyn Sabarez*	Ad-Hoc Representative																
Ms. Jennefer C. Gemudiano	Provisional Member																
Ms. Maybelline N. Galang	Secretariat-in-Charge																
Mr. Jules Amiel Angeles	PS																
Mr. Vic Anthony Tubon	PS																
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Prebid Conference started at 10:15 PM with the Chairperson presiding. The Secretariat acknowledged the presence of the attendees, and having established the required quorum, proceeded with the powerpoint presentation. 																

DISCUSSION

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>
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>ITB Clause 20.2 Page 25</p> <p>XXX</p> <p>8. For Lot No. 1, Certification of 72 Hours Service Response time upon Receipt of Complaint and List of Service Centers in Key Cities in Luzon, Visayas and Mindanao</p> <p>XXX</p> <p>The TWG Representative stated to the BAC to include the above certification to be submitted during post-qualification.</p> <p><i>The Committee approved the suggestion and shall be reflected in the bid bulletin to be issued.</i></p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	NO DISCUSSION

BIDDING FORMS

Statement of Completed Similar Contracts
Page No. 58

- The Secretariat reminded the prospective bidders to fill out all necessary details including the signature of 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. 59

- The Secretariat reminded the prospective bidders of 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. 54-57

- 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 DISCUSSIONS

OTHER MATTERS

- The BAC II will issue a bid bulletin to the changes or modification and clarification to be made with regards to the Bidding Documents which will be posted in the Procurement Service and PhilGEPS websites and at any conspicuous place within the premises of the Procuring Entity.

	<ul style="list-style-type: none"> • 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.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12: 30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Monday, March 8, 2021.
PREPARED BY	<p>BAC Secretariat:</p> <p style="text-align: center;">SGD. MS. MAYBELLINE N. GALANG Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee II:</p> <p style="text-align: center;">SGD. MS. JENNEFER C. GEMUDIANO Provisional Member</p> <p style="text-align: center;">SGD. MS. JENNELYN SABAREZ Ad-Hoc Representative</p> <p style="text-align: center;">SGD. ATTY. CARLA DIVINA B. ESPINO Regular Member</p> <p style="text-align: center;">SGD. ENGR. SHARON Y. BAILE Vice Chairperson</p>

SGD.
MR. PAUL JASPER V. DE GUZMAN
Chairperson