



## MINUTES OF MEETING

Monday, March 05, 2021

Time: 9:00 AM

Venue: Conference Room A

MEETING CALLED BY	Bids and Awards Committee I	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Supply and Delivery of Computer Continuous Forms for the Procurement Service (PS)	
REFERENCE NO.	PB 21-024-1	
ATTENDEES	Bids and Awards Committee I (BAC I)	
	Mr. Dickson T. Pantì	Chaiperson
	Engr. Nicole John Cabueños	Vice-Chairperson
	Atty. Earvin Jay Alparaque	Regular Member
	Ms. Famella Parale	Provisional Member
	Ms. Ana Zosith Cañares	Ad Hoc Member, PS
	Technical Working Group (TWG)	
	Mr. Jerome Jerold Catapang	TWG, Member
	Mr. Joseph De Sales	TWG, Member
	Secretariat	
Mr. Vincent Joseph D. Disu	Secretariat-In-Charge	
Prospective Bidders		
Ms. Erellyn Fajut*	Bloom Books Inc.	
Ms. Analisa D. Alvarez	Metro Paper	
*present through google meet		

PREBID CONFERENCE  
PB21-024-1

Project Title : Supply and Delivery of  
Computer Continuous Forms  
for the Procurement Service



CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 9:15 AM with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the five (5) members of the BAC I, the required quorum has been established.</li> </ol>
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> <p>➤ <i>Notices to the Observers have been sent within the prescribed period, however, the absence of the observers will not sever the activity.</i></p>

## DISCUSSIONS

### I. HIGHLIGHTS

DOCUMENTATIONS	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.
INVITATION TO BID	<p><b>SECTION I</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
INSTRUCTION TO BIDDERS	<p><b>SECTION II</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID DATA SHEET	<p><b>SECTION III</b></p> <p>BDS Clause 20.2 Page No. 22</p>

PREBID CONFERENCE  
PB21-024-1

Project Title : Supply and Delivery of  
Computer Continuous Forms  
for the Procurement Service

	<p>XXX</p> <p>7. Valid Test Result <del>within</del> <u>not later than</u> two (2) months <del>prior to the opening of bids</del> from the deadline for submission of bids, issued by the government laboratory testing center or government accredited private laboratory testing center.</p> <ul style="list-style-type: none"> <li>A prospective bidder inquired whether the project has third part testing. <ul style="list-style-type: none"> <li>The Committee clarified that the above amendment shall be reflected in the bid bulletin to be issued.</li> </ul> </li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	<p><b>SECTION IV</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p><b>SECTION V</b></p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SCHEDULE OF REQUIREMENTS	<p><b>SECTION VI</b> Framework Agreement List Page No. 33</p> <ul style="list-style-type: none"> <li>A prospective bidder asked the duration of the quantity to be bided. <ul style="list-style-type: none"> <li>The Committee answered: 12 months.</li> </ul> </li> </ul>
TECHNICAL SPECIFICATIONS	<p><b>SECTION VII</b> Page No. 42</p> <ul style="list-style-type: none"> <li>The prospective bidders asked on where the PS logo/label may be requested. <ul style="list-style-type: none"> <li>The Committee informed the bidders that it may be requested to the Secretariat and TWG and the Committee emphasized that it shall be given to the responsive bidders.</li> </ul> </li> </ul>







## SECTION VIII

### Statement of Single Largest Completed Similar Contracts Page No. 53

- The Secretariat reminded the prospective bidders to fill out all necessary details including 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. 54

- 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. 50-52

- It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 11<sup>th</sup> 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 prospective bidders for their submissions.

### Competent Evidence of Identity


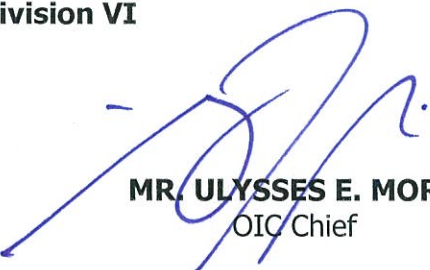

- Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidence. Community Tax Certificate (CTC) is not allowed.

PREBID CONFERENCE  
PB21-024-1

Project Title : Supply and Delivery of  
Computer Continuous Forms  
for the Procurement Service



## II. OTHER MATTERS

OTHER MATTERS	<ul style="list-style-type: none"><li>• The Committee 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.</li><li>• The Secretariat presented the matrix of schedule of bidding activities.</li><li>• The BAC I 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 website and at any conspicuous place within the premises of the Procuring Entity.</li><li>• All other pertinent portions of the Pre-Bid Conference were presented and no other clarifications were raised.</li></ul>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:36 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on March 05, 2021.
PREPARED BY	<b>BAC Secretariat</b>   <b>MR. VINCENT JOSEPH D. DISU</b> Secretariat
CHECKED BY	<b>Procurement Division VI</b>   <b>MR. ULYSSES E. MORA</b> OIC Chief
CERTIFIED CORRECT	<b>Bids and Awards Committee I (BAC I)</b>   <b>MS. ANA ZOSITH CAÑARES</b> Ad Hoc Member, PS

PREBID CONFERENCE  
PB21-024-1

Project Title : Supply and Delivery of  
Computer Continuous Forms  
for the Procurement Service

  
**MS. FAMELLA PARALE**  
Provisional Member

  
**ATTY. EARVIN JAY ALPARAQUE**  
Regular Member

  
**ENGR. NICOLE JOHN CABUEÑOS**  
Vice – Chairperson

  
**MR. DICKSON PANTI**  
Chairperson

PREBID CONFERENCE  
PB21-024-1  
Project Title : Supply and Delivery of  
Computer Continuous Forms  
for the Procurement Service