



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

October 3, 2018	10:00 AM	EXECUTIVE LOUNGE
-----------------	----------	------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																
TYPE OF MEETING	Pre-Bid Conference																
PROJECT	Supply and Delivery of Various Consumables for HP Printers																
REFERENCE NO.	PB No. 18-311-5; PB No. 18-312-5; PB No. 18-313-5; PB No. 18-314-5; PB No. 18-315-5; and PB No. 18-316-5																
ATTENDEES	<p>Bids and Awards Committee V</p> <table border="0"> <tr> <td>Mr. Ariel R. Cunanan</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc, Member</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division V</p> <table border="0"> <tr> <td>Mr. Webster Laureñana</td> <td>Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Mr. Abelardo Gonzales</td> <td>Member</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table>	Mr. Ariel R. Cunanan	Chairperson	Mr. Boycie F. Tarca	Ad Hoc, Member	Ms. Jessica G. Gapuz	Provisional Member	Mr. Webster Laureñana	Member	Engr. Yuji C. Hoshina	Member	Mr. Abelardo Gonzales	Member	Mr. Arnel B. Cunanan	Member	Ms. Rosemarie N. Andulan	Secretariat
Mr. Ariel R. Cunanan	Chairperson																
Mr. Boycie F. Tarca	Ad Hoc, Member																
Ms. Jessica G. Gapuz	Provisional Member																
Mr. Webster Laureñana	Member																
Engr. Yuji C. Hoshina	Member																
Mr. Abelardo Gonzales	Member																
Mr. Arnel B. Cunanan	Member																
Ms. Rosemarie N. Andulan	Secretariat																
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:52 AM with the Chairperson presiding. Engr. Hoshina acknowledged the presence of the attendees. It was also reported that observers were invited for this activity but none confirmed their attendance. Having established the required quorum, Engr. Hoshina was instructed by the 																


	Chairperson to proceed with the presentation of the project and discussion of the documentary requirements.
	5. Thereafter, the Chairperson asked the PMOIC to discuss the technical specifications and schedule of requirements in the bidding document.

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	NO DISCUSSION
INSTRUCTION TO BIDDERS	NO DISCUSSION
	<p>Ms. Guanzon of ICS clarified that the part number of HP CF217A should be recognized as HP CF217AC since this represents the item that is being delivered to the Procurement Service.</p> <p>The Chairperson asked for the difference of HP CF217A with that of the part number HP CF217AC.</p> <p>The Prospective Bidder explained that the only difference of both items is the color of their boxes but for purposes of easy identification it should be indicated as CF217AC.</p> <p>The Chairperson took note of this observation and said that this matter will be raised to the Technical Specifications Review Committee for clarification.</p>

	<p>followed as what is indicated in the bidding document.</p> <p>The Chairperson said that it is an indicative schedule and he advised the prospective bidders that the possibilities of amendment to delivery schedule may be issued in view of the unforeseen immediate requirement of agencies.</p> <p>Ms. Guanzon asked if this is different from an ordering agreement.</p> <p>The PMOIC explained that for this procurement, the Purchase Order method shall be adopted, hence, the quantities indicated therein are the guaranteed quantities that will be ordered by the Procurement</p>
--	--

	<p>Service.</p> <p>xxx</p> <p>The PMOIC emphasized the provision under BDS Clause 29. 2 which requires for the submission of the Value Added Tax Returns within the last six (6) months for purposes of post-disqualification.</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	The PMOIC reminded the Prospective Bidders to sign all the pages of the Bid Forms as incompliance with this requirement may be a ground for disqualification.
OTHER MATTERS	<p>Ms. Guanzon asked if it is allowed to present a Residence Certificate to the Notary Public for notarization of documents.</p> <p>The Chairperson explained that a community tax certificate is not considered as a competent proof of identity in lieu thereof they may</p>

CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on October 3, 2018.
PREPARED BY	<p>The Procurement Division V:</p> <p style="text-align: center;">  MS. ROSEMARIE N. ANDULAN Secretariat </p>

2

Bids and Awards Committee V:


MS. JESSICA G. GAPUZ
Provisional Member


MR. BOYCIE F. TARCA
Ad Hoc, Member


MR. ARIEL R. CUNANAN
Chairperson

CERTIFIED CORRECT

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.