



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



MINUTES OF MEETING

Tuesday, October 9, 2018	1:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Prebid Conference
PROJECT	Supply, Delivery, Installation, Testing and Commissioning of Conference System for the NEDA Region IV-A
REFERENCE NO.	PB18-325-9
ATTENDEES	<p>Bids and Awards Committee IX</p> <p>Ms. Dalisay Conrina P. Dela Chica Chairperson Mr. Vincent Joseph D. Disu Regular Member ARD Gina T. Gacusan Ad Hoc Member, NEDA R4A</p> <p>Procurement Division IX</p> <p>Mr. Rojim RJ C. Espere Secretariat</p> <p>End- User's Representative</p> <p>Ms. Marlo E. Chavez NEDA, R4A Ms. Haze Berlene P. Puno NEDA, R4A Mr. Farhad Ali Asgari NEDA, R4A</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 1:35 PM with the Chairperson presiding. 2. The PMO-in-Charge acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-In-Charge proceeded with the discussion of the project.

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4. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity.

DISCUSSION

I. BID DOCUMENTS	
DOCUMENTATIONS	<ul style="list-style-type: none"> The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion, the following topics were tackled: the purpose of Pre-bid Conference, who can participate, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others.
INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> There were no amendments/clarifications made by the BAC.
BID DATA SHEET	<ul style="list-style-type: none"> There were no amendments/clarifications made by the BAC.
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> No discussion.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> No discussion.
SPECIFICATIONS	Technical Specifications Page No. 71 Item No. 13, Aluminum Camera Housing <ul style="list-style-type: none"> A prospective bidder clarified to End-User Agency if the item is similar or relative to CCTV Enclosure. The NEDA R4A informed the bidder that aside from the housing, the item should also have enclosure for the protection of camera and will serve as a house of the cameras.
	Page No. 71 Item No. 13, Door Access Control System <ul style="list-style-type: none"> A prospective bidder requested to the committee to have a detailed specifications regarding with the item. The BAC took note of the concern.

(Signature)

Schedule of Requirements
Page No. 68

SCHEDULE OF REQUIREMENTS

Lot No.	Item/Description	Delivery Period
1	Supply, Delivery, Installation, Testing and Commissioning of CCTV	Within Thirty (30) Calendar Days from receipt indicated in the date of the Notice to Proceed (NTP)

XXX

- A prospective bidder requested to the BAC to increase the delivery period from Thirty (30) calendar days to Forty Five (45) calendar days.
- The BAC took note of the request.

BIDDING FORMS

- There were no amendments/clarifications made by the BAC

II. OTHER DISCUSSIONS

OTHER MATTERS

- The prospective bidders asked the End-User Agency if they can have an early site inspection of the building for the installation of cameras for them to be able to check the requirement/s of the project.

ATTACHMENTS

"No Attachment"

ADJOURNMENT

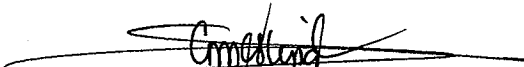
Having no other matters for discussion, the meeting was adjourned at **2: 50 PM**

CERTIFICATION

We certify that the foregoing is true account of **Prebid Conference** conducted on Tuesday, October 9, 2018.

PREPARED BY

The Procurement Division IX,


MR. VINCENT JOSEPH D. DISU
PMO-In-Charge

The Bids and Awards Committee IX,

SGD.
ARD. GINA T. GACUSAN
Ad Hoc Member

~~On Leave~~
ATTY. MICHELLE ANN B. RECTO
Regular Member

~~On Leave~~
MS. LEAH M. VALDEZ
Vice Chairperson

SGD.
MS. DALISAY CONRINA P. DELA CHICA
Chairperson

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