

MINUTES OF MEETING

January 30, 2019	1:00 PM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V														
TYPE OF MEETING	Pre-bid Conference														
PROJECT	Supply and Delivery of Mouse, Optical for the Procurement Service														
REFERENCE NO.	PB 19-018-5														
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Jennifer Distor</td> <td>IEQUITY Technologies</td> </tr> <tr> <td>Mr. Alan Tan</td> <td>E POWERHOUSE INC.</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Jennifer Distor	IEQUITY Technologies	Mr. Alan Tan	E POWERHOUSE INC.
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Ms. Rosemarie N. Andulan	Secretariat														
Ms. Jennifer Distor	IEQUITY Technologies														
Mr. Alan Tan	E POWERHOUSE INC.														
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:15 PM. 2. Ms. Andulan, the BAC Secretariat, acknowledged the presence of the attendees. 3. She likewise reported that observers were invited but none confirmed attendance. 4. Having established the required quorum, the Chairperson instructed Ms. Andulan to discuss the General Requirements of Government Procurement. 														

DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO HIGHLIGHT
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDER
BID DATA SHEET	<p>Mr. Tan of E POWERHOUSE INC. inquired if the ISO Certificate should be submitted during the Opening of Bids.</p> <p>The PMOIC clarified that the ISO Certificate must be submitted during post qualification together with the other documents required under BDS Clause 29.2 of the Bidding Document.</p> <p>xxx</p> <p>Moreover, Mr. Tan wanted to know if the amount for the Single Largest Completed Contract (SLCC) may be aggregated.</p> <p>The Chairperson answered in the negative. She stated that considering the requirement for the amount of at least twenty-five percent (25%) of the Approved Budget of the Contract (ABC) and the item being common the same can easily be complied with.</p> <p>xxx</p> <p>Mr. Tan asked if the similar contract should only be limited in the items provided in Annex I of the Bidding Document. He inquired if the CD Recordable can likewise be considered.</p> <p>The Chairperson advised Mr. Tan to put this concern in writing for the BAC Members to deliberate the same and to make it all official and in record.</p>
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<p>Ms. Distor of IEQUITY Technologies asked if the packaging should include the number of pieces of units in a box.</p> <p>The Vice Chairperson found it necessary to label the box with the number of units therein.</p> <p>The Chairperson emphasized that in addition to the number of units,</p>

	they should likewise follow the labeling requirements provided under Art. 77 of RA 7394 or the Consumer's Act.
SCHEDULE OF REQUIREMENTS	<p>The Chairperson wished to know the warehouse capacity of the Mouse, Optical.</p> <p>The PMOIC answered that the warehouse capacity of Mouse, Optical is 5,800. He likewise reported that the amount of requirement from last year has went up twice.</p> <p>xxx</p> <p>Ms. Distor wanted to confirm if the one (1) unit requirement as sample every delivery should be excluded in quantity of items to be delivered.</p> <p>The PMOIC stated that the supplier must submit a single unit that will serve as sample for testing every delivery. He clarified that the same must be excluded from the quantity of items to be delivered.</p>
TECHNICAL SPECIFICATIONS	NO HIGHLIGHT
BID FORMS	<p>The Vice Chairperson reminded the prospective bidders to sign in full signature each and every page of the Bid Form. He warned them that the failure to comply with this requirement is a ground for disqualification.</p> <p>Furthermore, the Vice Chairperson emphasized that a specimen of the signature of the authorized representative must likewise be presented in the Secretary's Certificate for purposes of cross referencing.</p>

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on January 30, 2019.
PREPARED BY	MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT

CERTIFIED CORRECT

MR. BOYCIE F. TARCA

AD HOC, MEMBER

MR. ARNEL B. CUNANAN

PMOIC, Bids and Awards Committee V

MR. JACK G. MERCADO

Vice Chairperson, Bids and Awards Committee V

MS. TERESITA J. DELA CRUZ

Chairperson, Bids and Awards Committee V