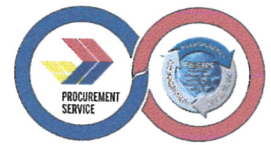




Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
BIDS AND AWARDS COMMITTEE



## MINUTES OF MEETING

15 April 2019	3:30 PM	CONFERENCE ROOM A
---------------	---------	-------------------

MEETING CALLED BY	<b>Bids and Awards Committee III</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Paper, Multipurpose, Legal for Procurement Service (PS)
REFERENCE NO.	<b>PB No. 19-119-3</b>
ATTENDEES	<b>Bids and Awards Committee III</b> Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Sharon Baile Provisional Member/PMOIC  <b>Procurement Division 3</b> Fortunato Cortez Jr. Secretariat Jennefer Gemudiano Member  <b>Bidders</b> Julweeson Chin Lamco Paper Paul de Castro Advance Paper
CALL TO ORDER	<ol style="list-style-type: none"><li>1. The scheduled <b>Pre-bid Conference</b> started at <b>3:30 PM</b> with the Chairperson presiding.</li><li>2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</li><li>3. Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li></ol>

### I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
-------------------------	---

<b>BID DATA SHEET</b>	<ol style="list-style-type: none"> <li>1. Mr. Chin of Lamco Paper asked which to submit Audited Financial Statement, the 2017 or 2018? The Chairperson asked Mr. Chin to put in writing his queries so the BAC can formally address through issuance of Bid Bulletin.</li> <li>2. Mr. De Castro of Advance Paper asked for clarification regarding listed items under "Annex J" which will be considered for similar contracts. The Chairperson asked Mr. De Castro to put it in writing and will refer to legal division for clarifications.</li> </ol>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TECHNICAL SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	<ol style="list-style-type: none"> <li>3. Mr. Chin asked if it is really needed to fill-up the price schedule. The Chairperson said that it is needed to fill-up and submit the price schedule as part of the Bidding forms.</li> </ol>




### III. TIMELINE

<b>POSTING IN PHILGEPS</b>	April 8, 2019
<b>PREBID CONFERENCE</b>	April 15, 2019, 3:00 PM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	April 22, 2019
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	April 29, 2019, 3:00 PM

### II. OTHER DISCUSSIONS

**II. OTHER DISCUSSIONS**

<b>OTHER MATTERS</b>	<p>4. Mr. De Castro asked about the problems (with traffic enforcers) encountered in Direct Delivery routes particularly EDSA, Roxas Blvd, etc. The Chairperson encouraged the suppliers to submit their written queries to the BAC.</p> <p>5. Further, Mr. De Castro asked about the problem (pallette/plastic cover) on the additional costs on packaging during delivery at PS. Again, the Chairperson reminded the suppliers to put in writing all their queries and the BAC will refer them to the proper division/s (WALD/OG).</p>
----------------------	--

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>04:50 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>15 April 2019</b> .
<b>PREPARED BY</b>	Procurement Division 3:   <b>FORTUNATO CORTEZ, JR.</b> Secretariat
<b>CERTIFIED CORRECT</b>	<p>Bids and Awards Committee III:</p> <p><i>On Official Business</i> <b>OMAR BERNAL</b> AldHoc Representative</p> <p><i>On Official Business</i> <b>ATTY. DIVINA GRACIA BACAL</b> Regular Member</p> <p><i>On Official Business</i> <b>ENGR. EDWARD SADDI</b> Chairperson</p> <p> <b>SHARON BAILE</b> Provisional Member / PMOIC</p> <p> <b>MARC HORDEJAN</b> Vice-Chairperson</p>

*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.*