

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



## MINUTES OF MEETING

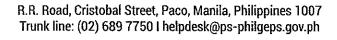
14 May 2019. Helling ROO	М 2
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MEETING CALLED BY	Bids and Awards Commit	tee III	
TYPE OF MEETING	Pre-bid Conference		-
PROJECT	Supply and Delivery of Envelope, Mailing and Envelope, Mailing with Window for Procurement Service (PS) - (Ordering Agreement)		
REFERENCE NO.	PB No. 19-155-3		est. )
kali pi dalah pendakan manakalah kara da lah ajalan unjudi pejap ayan unjudi selemba sejan	Bids and Awards Committ	ee III	. 1 2 1
	Edward Saddi	Chairperson	-
	Marc Hordejan	Vice-Chairperson	
	Fortunato Cortez, Jr.	Provisional Member/PMOIC	-
	Omar Bernal	AdHoc Member	
ATTENDEES	Procurement Division 3		A STATE OF THE PERSON NAMED IN COLUMN 1
	Jennefer Gemudiano	Secretariat	,
	   Bidders		
	Emelda Aldea	Consolidated Paper Products, Inc.	
	366	I Conference started at 10:30 AM with	1 the
	Chairperson presiding.		
CALL TO ORDER	2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.		
	3. Having established the required quorum, the Secretariat proceeded with		
	the discussion of the ac		

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

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PRE-BID CONFERENCE
PB No. 19-155-3
Supply and Delivery of Envelope, Mailing and Envelope, Mailing with
Window for PS (Ordering Agreement)



BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.	
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.	
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.	
SCHEDULE OF REQUIREMENTS	There were no amendments/revisions made and further instructions from the BAC under this section.	
TECHNICAL SPECIFICATIONS	There were no amendments/revisions made and further instructions from the BAC under this section.	
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.	
BIDDING FORMS	The Chairperson presented to the supplier the Bid form which includes: Price Schedule Form "For Goods Offered from Within the Philippines" and "For Goods Offered from Abroad". Ms. Aldea said that they have already used the form and if there are no data they just indicate "0".	

III. TIMELINE		
POSTING IN PHILGEPS	May 7, 2019	
PREBID CONFERENCE	May 14, 2019, 10:00 AM	
LAST DAY OF ISSUANCE OF BID BULLETIN	May 21, 2019	
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	May 28, 2019, 10:00 AM	
THE OTHER DISCUSSIO	ns of the language of the factor of the factor of the contract	
OTHER MATTERS	<ol> <li>The Chairperson informed Ms. Aldea of Consolidated Paper Products, Inc. (supplier) that Lot 2: Envelope, Mailing with Window will be cancelled and as soon as it is approved, we will issue a Bid Bulletin.</li> <li>The Chairperson explain to Ms. Aldea to put "no bid" for lot # 2 on the Bid Form-Annex A.</li> </ol>	

3.	Ms. Aldea asked if she can give to PS the payment for testing of
	sample to FPRDI. The Chairperson replied we are not allowed to receive
	payment, it is the supplier who will pay the testing of sample to FPDRI.
4.	The Chairperson reminded the supplier that she has until May 17, 2019
	to submit their written clarifications.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:05 Noon	
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 14 MAY 2019.	
PREPARED BY	Procurement Division 3:  JENNEFER GEMUDIANO  Secretariat	
CERTIFIED CORRECT	Bids and Awards Committee III:  OMAR BERNAL  AldHoc Representative  On Official Business  ATTY. DIVINA GRACIA BACAL  Regular Member  ENGR. EDW  Chairp	

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) <u>Underline</u> – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.