



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



MINUTES OF MEETING

14 May 2019 10:00 AM MEETING ROOM 2

MEETING CALLED BY	Bids and Awards Committee 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
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Fortunato Cortez, Jr. Provisional Member/PMOIC Omar Bernal AdHoc Member</p> <p>Procurement Division 3</p> <p>Jennefer Gemudiano Secretariat</p> <p>Bidders</p> <p>Emelda Aldea Consolidated Paper Products, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:30 AM with the Chairperson presiding. 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 activity.

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








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".

II. 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
III. OTHER DISCUSSIONS	
OTHER MATTERS	<ol style="list-style-type: none"> 1. 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. 2. The Chairperson explain to Ms. Aldea to put "no bid" for lot # 2 on the Bid Form-Annex A.

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:  JENNIFER GEMUDIANO Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: <div style="display: flex; justify-content: space-around;"> <div data-bbox="550 1019 837 1131">  OMAR BERNAL AldHec Representative </div> <div data-bbox="1029 1019 1412 1131">  FORTUNATO CORTEZ, JR. Provisional Member / PMOIC </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="478 1187 909 1299"> <p>On Official Business ATTY. DIVINA GRACIA BACAL Regular Member</p> </div> <div data-bbox="1085 1142 1348 1299">  MARC HORDEJAN Vice-Chairperson </div> </div> <div style="text-align: center; margin-top: 10px;">  ENGR. EDWARD SADDI Chairperson </div>

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.