

MINUTES OF MEETING

28 May 2019	01:30 PM	CONFERENCE ROOM B
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MEETING CALLED BY	Bids and Awards Committee III																
TYPE OF MEETING	Pre-bid Conference																
PROJECT	Supply and Delivery of Paper, Multicopy, A4 for the Procurement Service (PS)																
REFERENCE NO.	PB No. 19-171-3																
ATTENDEES	<p>Bids and Awards Committee III</p> <table> <tr> <td>Engr. Edward Saddi</td> <td>Chairperson</td> </tr> <tr> <td>Marc Hordejan</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Sharon Baile</td> <td>Provisional Member/PMOIC</td> </tr> <tr> <td>Omar Bernal</td> <td>AdHoc Member</td> </tr> </table> <p>Procurement Division 3</p> <table> <tr> <td>Jennefer Gemudiano</td> <td>Member</td> </tr> <tr> <td>Erica Santos</td> <td>Secretariat</td> </tr> </table> <p>Bidders</p> <table> <tr> <td>Paul De Castro</td> <td>Advance Paper Corporation</td> </tr> <tr> <td>Joseph Tan</td> <td>NAPPCO</td> </tr> </table>	Engr. Edward Saddi	Chairperson	Marc Hordejan	Vice-Chairperson	Sharon Baile	Provisional Member/PMOIC	Omar Bernal	AdHoc Member	Jennefer Gemudiano	Member	Erica Santos	Secretariat	Paul De Castro	Advance Paper Corporation	Joseph Tan	NAPPCO
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CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 01:30 PM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>																

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
BID DATA SHEET	<p><i>Page 38</i></p> <p><i>xxx</i></p> <p>5.4 Statement of Single Largest Completed Contract</p> <ul style="list-style-type: none"> ➤ NAPPCO representative asked if the similar contract being referred to is only limited to contracts of items listed on Annex J. The Committee answered affirmatively. <p><i>xxx</i></p> <p><i>Page 43</i></p> <p><i>xxx</i></p> <p>29.2 Certificate of PhilGEPS Registration</p> <ul style="list-style-type: none"> ➤ The Committee reminded the prospective bidders to update their Certificate of PhilGEPS Registration and its Annex A during post-qualification submission. <p><i>xxx</i></p>
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	<p><i>Page 70</i></p> <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ NAPPCO representative requested if the first batch of delivery can

	<p>be extended to forty-five (45) calendar days from receipt of Notice to Proceed (NTP). The Committee requested the prospective bidder to put their request in writing. Any amendment will be reflected on the Bid Bulletin.</p> <p><i>xxx</i></p>
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	There were no amendments/revisions made and further instructions from the BAC under this section.

III. TIMELINE

POSTING IN PHILGEPS	April 25, 2019
PREBID CONFERENCE	May 2, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	May 9, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	May 16, 2019 ; 10:00 AM

II. OTHER DISCUSSIONS

OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 01:30 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 28 May 2019 .

<p>PREPARED BY</p>	<p>Procurement Division 3:</p> <p style="text-align: center;">SGD ERICA SANTOS Secretariat</p>						
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>SGD OMAR BERNAL AdHoc Member</p> </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>SGD SHARON BAILE Provisional Member / PMOIC</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p> </td> <td style="text-align: center; vertical-align: top;"> <p>SGD MARC HORDEJAN Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>SGD ENGR. EDWARD SADDI Chairperson</p> </td> </tr> </table>	<p>SGD OMAR BERNAL AdHoc Member</p>	<p>SGD SHARON BAILE Provisional Member / PMOIC</p>	<p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p>	<p>SGD MARC HORDEJAN Vice-Chairperson</p>	<p>SGD ENGR. EDWARD SADDI Chairperson</p>	
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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.