

MINUTES OF MEETING

6 June 2019	1:30 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 Envelope, Mailing with Window
REFERENCE NO.	PB No. 19-172-3
ATTENDEES	<p>Bids and Awards Committee III Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Fortunato Cortez, Jr. Provisional Member/PMOIC</p> <p>Procurement Division 3 Jennefer Gemudiano Secretariat Erica Santos Member</p> <p>Bidder/s: Virgie Palma Centurian International Corp.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:30 PM 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.

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
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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	Ms. Palma of Centurian International Corp. asked if during Opening of Bids they should submit a sample. The Chairperson said yes.
SCHEDULE OF REQUIREMENTS	Ms. Palma asked during the 1 st batch of delivery the total 2,191 units should be delivered one time. The Chairperson replied that the supplier can deliver the total quantity in staggered or one time delivery within 15 days or as per PS warehouse capacity.
TECHNICAL SPECIFICATIONS	Ms. Palma asked about the proper labelling of the sample submitted. The Chairperson referred to Article 77 of RA 7394 enumerating all required information on the labelling of sample submitted.
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	May 23, 2019
PREBID CONFERENCE	June 6, 2019, 1:30 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	June 13, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	June 20, 2019, 1:30 PM

II. OTHER DISCUSSIONS

OTHER MATTERS	There were no amendments/revisions made and further instructions from the BAC under this section.
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:35 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 6 JUNE 2019.
PREPARED BY	Procurement Division 3: (SGD.) JENNEFER GEMUDIANO Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: On Official Business (SGD.) OMAR BERNAL FORTUNATO CORTEZ, JR. AldHoc Representative Provisional Member / PMOIC On Official Business (SGD.) ATTY. DIVINA GRACIA BACAL MARC HORDEJAN Regular Member Vice-Chairperson (SGD.) ENGR. EDWARD SADDI Chairperson

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.