



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



MINUTES OF MEETING

28 June 2019 10:00 AM EXEC. LOUNGE

MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Paper, Multicopy, Legal for PS
REFERENCE NO.	PB No. 19-191-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Sharon Baile Provisional Member/PMOIC Atty. Divina Gracia Bacal Member</p> <p>Procurement Division 3</p> <p>Fortunato Cortez Jr. Secretariat Erica Santos Member</p> <p>Bidders</p> <p>Rex Derramas Triplex Enterprises Paul de Castro Advance Paper Corp.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:00 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.

I. BID DOCUMENTS


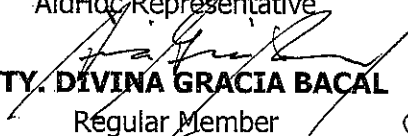

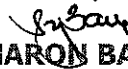
INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
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BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	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	Mr. De Castro of Advance Paper Corp. asked for some tolerance or allowance regarding the color scheme of the sample submitted and the items to be delivered, and include in the Technical Specifications the pantone or color requirement. The Chairperson said noted on this matter and asked the supplier/s to put it in writing.
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	June 21, 2019
PREBID CONFERENCE	June 28, 2019, 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	July 5, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	July 12, 2019, 10:00 AM

II. OTHER DISCUSSIONS	
OTHER MATTERS	<p>Mr. Derramas of Triplex Enterprises commented that for the past 2 years he noticed that invited Observers do not attend. The Chairperson said noted and appreciated the comment. The Chairperson also commented that most of the invited observers are from the Non-Government Offices as well as PS COA is always invited.</p> <p>Mr. De Castro requested PS to take note of the direct deliveries of suppliers to client agencies. In some cases, agency asked the helpers/supplier to deliver the items to other areas of the compound/office/departments from their receiving unit/warehouse. The Chairperson said noted and asked him to put his concern into writing.</p>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:25 AM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 28 June 2019.
PREPARED BY	Procurement Division 3:  FORTUNATO CORTEZ, JR. Secretariat
CERTIFIED CORRECT	Bids and Awards Committee III: On Official Business OMAR BERNAL AdHoc Representative  ATTY. DIVINA GRACIA BACAL Regular Member  ENGR. EDWARD SADDI Chairperson <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  SHARON BAILE Provisional Member / PMOIC On Leave MARC HORDEJAN Vice-Chairperson </div> </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.