

# MINUTES OF MEETING

12 November 2019	2:00 PM	CONFERENCE ROOM B
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee 3</b>	
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>	
<b>PROJECT</b>	Supply and Delivery of Paper, Multipurpose, Legal for Procurement Service	
<b>REFERENCE NO.</b>	<b>PB No. 19-312-3</b>	
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee III</b>                  Engr. Edward Saddi                  Sharon Baile                  Omar Bernal</p> <p><b>Procurement Division 3</b>                  Jennefer Gemudiano                  Fortunato Cortez, Jr.</p> <p><b>Bidder(s)</b>                  Ela Marie Base                  Paul de Castro                  Kelvin Gan                  Albert Tanquintic                  Rex Derramas</p>	<p>Chairperson                  Provisional Member/PMOIC                  Adhoc Member (CUS)</p> <p>Member                  Secretariat</p> <p>Certegy Event Solution                  Advance Paper Corp.                  GTK Trading                  GTK Trading                  Triplex Enterprises, Inc.</p>
<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>• The scheduled Prebid Conference started at <b>2:00 PM</b> with the Chairperson presiding.</li> <li>• Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</li> <li>• Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</li> </ul>	

## DISCUSSION

I. 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	There were no amendments/revisions made and further instructions from the BAC under this section.

II. OTHER DISCUSSIONS	
OTHER MATTERS	<p>Mr. Derramas and Mr. de Castro asked about the transportation column under the Schedule of Prices. The transportation cost may vary as per delivery site. The Chairperson said the column needs to be filled up, or the bidder may also use zero "0" or dash "-" to indicate that it is free of charge.</p> <p>Mr. de Castro followed up their request on special permit during deliveries. Mr. Bernal said that PS already transmitted a letter regarding the said matter to the Metro Manila Development Authority (MMDA) but unfortunately still no response to date.</p> <p>Ms. Base being a new bidder, asked if they should pay the testing fee upon submission of sample. The Chairperson explained that payment of testing fee will be done by the bidder to FPRDI upon issuance of endorsement letter by Secretariat/PMOIC.</p>

	Mr. Gan asked about green procurement for this item. Mr. Gan requested to include the 100% recycled plastic so that the paper would qualify as green procurement. The Chairperson clarify to the bidder that this is not possible to revise the technical specifications for this bidding due to the need of approval of the specifications by various committee. Nonetheless, the Chairperson requested Mr. Gan to provide him of a sample of packaging for verification of TWG.
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<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>3:15 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on <b>12 NOVEMBER 2019</b> .
<b>PREPARED BY</b>	<b>Procurement Division 3:</b> SGD <b>MR. FORTUNATO S. CORTEZ, JR.</b> Secretariat
<b>CERTIFIED CORRECT</b>	<b>Bids and Awards Committee III:</b>  SGD <b>MR. OMAR O. BERNAL</b> AdHoc Member  SGD <b>MS. SHARON Y. BAILE</b> Provisional Member/PMO-in-Charge  <b>ON OFFICIAL BUSINESS</b> <b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member  <b>ON OFFICIAL BUSINESS</b> <b>MR. MARC DLR. HORDEJAN</b> Vice Chairperson  SGD <b>ENGR. EDWARD R. SADDI</b> 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.*