

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM



## MINUTES OF MEETING

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Meeting called by	PROCUREMENT SERVICE — INTERNAL BIDS AND AWARDS COMMITTEE		
Type of meeting	Prebid Conference		
PROJECT	PRE-BID: SUPPLY AND DELIVERY OF THREE (3) LAYER LATERAL FILING CABINETS OF THE PROCUREMENT SERVICE		
REFERENCE NO.	PB 003-2019		
	INTERNAL BIDS A ND AWARDS COMMITTEE (IBAC)		
	Dir. Rosa Maria M. Clemente	Chairperson	
	Mary Ann Penaflor	Member	
	Mark Huertas	Member	
7	Engr. Edgar Allan Rocha	TWG Head	
	Atty. Mary Geanellie Cabrera	Legal Representative	
	Ms. Abigail Ann O. Alicdan	Secretariat	
ÄTTENDEES	Ms. Mary Willen DJ. Renomeron	Secretariat	
	Mr. Mark Joben Nieva	Secretariat	
	Mr. Reygienald Nacario	Secretariat	
	Suppliers		
٠	Antony Tiu	IKF Home Furnishing and Office Furniture	
	Rogel Wandasan	Solid Business Machines	

1 of 4 | Page

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Public Bidding No. 003-19

RR. Road, Cristobal St., Paco, Manila www.ps-philgeps.gov.ph (02) 689 7750

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DBM Compound, General Salano Street, San Miguel, Manila <a href="https://www.philgeps.gov.ph">www.philgeps.gov.ph</a> (02) 640 6906 | 640 6907 | 640 6908 | 640 6909

	1. The scheduled Prebid Conference started at 3:30 PM with the
	Chairperson presiding.
CALL TO ORDER	2. The Chairperson acknowledged the presence of the attendees.
	3. Having established the required quorum, to conduct the opening of the
	bid proposals, the Secretariat presented the invitation to observers in
	compliance to R.A. 9184.

## DISCUSSION

L BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
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	XXX
BID DATA SHEET	Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):
	<ul> <li>a. Business Registration;</li> <li>b. 2019 Mayor's Permit;</li> <li>c. 2017 Audited Financial Statement;</li> <li>d. Valid and current Tax Clearance;</li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<ul> <li>One of the bidders commented that the 30 Calendar days requirement shall be discussed with their respective management, if it is acceptable and feasible.</li> <li>Dir. Clemente stated that once clarified with their management, they should submit a written clarification until July 25, 2019 5:00pm.</li> <li>If the concern is valid the iBAC will issue a supplemental bid bulletin.</li> </ul>
Technical Specifications	<ul> <li>The supplier inquired if the project requires caster wheels on the item.</li> <li>Engr. Rocha asked if there are any standards and said that it will be discussed by the BAC. If there is a need for revision it will be included in the supplemental bid bulletin.</li> <li>Also, one of the suppliers raised their issue on the plastic-molded top. Per supplier most of the time plastic-molded tops are with mobile pedestal and all metal materials are used for the cabinets.</li> </ul>

2 of 4 | Page

Prend Conference
Public Bidding No. 003-19

	<ul> <li>Engr. Rocha stated that this will also be discussed with the BAC and if necessary, it will be included in the supplemental bid bulletin.</li> </ul>	
TERMS OF REFERENCE	NO DISCUSSION	
BEDDING PORMS	<ul> <li>One of the suppliers clarified if they need to submit their price schedule in the financial folder where for example the incidental cost can be seen.</li> <li>Ms. Renomeron said that they just need to place the total price.</li> <li>The same supplier asked about the amount per unit.</li> <li>Ms. Renomeron explains that the iBAC has a template to follow and she stated that the iBAC might release a supplemental bid bulletin where the unit price is included.</li> <li>Deadline for submission of bids is by August 5, 2019 1:00PM.</li> <li>One of the suppliers asked if there is a certain policy regarding a template document wherein the procuring entity will have initialed documents and the suppliers will just fill out the forms. Also, if non usage of this form will be subject for their disqualification.</li> <li>Engr. Rocha and Dir. Clemente stated that the policy could be a customized policy of the certain agency but not default with R.A. 9184.</li> <li>SLCC:</li> <li>The supplier asked if they need to submit evidence of their completed contracts.</li> <li>Engr. Rocha stated that the evidence will be one of the requirements during the post-qualification stage of the bidding.</li> </ul>	
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OTHER MATTERS	NO DISCUSSION	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>4: 30 PM</b>	
CERTIFICATION	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on <b>Tuesday</b> , July 23, 2019.	
PREPARED BY	SGD.  REYGIENALD L. NACARIO  Secretariat	
	SGD.  ABIGAIL ANN O. ALICDAN  Secretariat	

3 of 4 | Page

Presid Conference
Public Bidding No. 003-19

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CERTIFIED CORRECT	DIR. ROSA MARIA M. CLEMENTE
	Chairperson
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4 of **4** | Page

Presid Conference
Public Bidding No. 003-19