



# MINUTES OF MEETING

Thursday, July 25, 2019 3:30 PM CONFERENCE C

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	
ATTENDEES	INTERNAL BIDS AND AWARDS COMMITTEE (iBAC)	
	DIR. ROSA MARIA M. CLEMENTE	Chairperson
	Mary Ann Penaflo	Member
	Mark Huertas	Member
	Engr. Edgar Allan Rocha	TWG Head
	Atty. Mary Geanellie Cabrera	Legal Representative
	Ms. Abigail Ann O. Alicdan	Secretariat
	Ms. Mary Willen DJ. Renomeron	Secretariat
	Mr. Mark Joben Nieva	Secretariat
	Mr. Reygienald Nacario	Secretariat
	<b>Suppliers</b>	
Antony Tiu	IKF Home Furnishing and Office Furniture	
Rogel Wandasan	Solid Business Machines	

CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>3:30 PM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>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.</li> </ol>
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**DISCUSSION**

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>Section III Clause 12.1(a)(i)</p> <p>XXX</p> <p>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):</p> <ol style="list-style-type: none"> <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> </ol>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> <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> <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>
TECHNICAL SPECIFICATIONS	

	<ul style="list-style-type: none"> <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>
<p><b>TERMS OF REFERENCE</b></p>	<p><b>NO DISCUSSION</b></p>
<p><b>BIDDING FORMS</b></p>	<ul style="list-style-type: none"> <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> </ul> <p><b>SLCC:</b></p> <ul style="list-style-type: none"> <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>
<p><b>OTHER MATTERS</b></p>	<p><b>NO DISCUSSION</b></p>
<p><b>ADJOURNMENT</b></p>	<p>Having no other matters for discussion, the meeting was adjourned at <b>4: 30 PM</b></p>
<p><b>CERTIFICATION</b></p>	<p>We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Tuesday, July 23, 2019.</p>
<p><b>PREPARED BY</b></p>	<p style="text-align: center;">SGD. <b>REYGIENALD L. NACARIO</b> Secretariat</p> <p style="text-align: center;">SGD. <b>ABIGAIL ANN O. ALICDAN</b> Secretariat</p>

CERTIFIED CORRECT

SGD.  
**DIR. ROSA MARIA M. CLEMENTE**  
Chairperson