



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



MINUTES OF MEETING

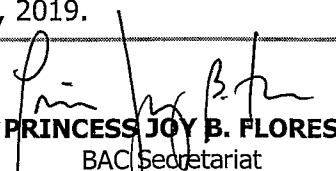
Friday, January 25, 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 2	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Paper Products for the Procurement Service	
REFERENCE NO.	Public Bidding No. 19-025-2	
ATTENDEES	Bids and Awards Committee 2:	
	Engr. Manuel S. Avila	Chairperson
	Mr. Arnold F. Bondoc	Vice Chairperson
	Ms. Maria Danica P. Abengoza	Provisional Member
	Mr. Jernimel B. Galit	Ad Hoc Member
	BAC Secretariat:	
	Ms. Princess Joy B. Flores	Member, Procurement Division 2, PS
	BAC Technical Working Group:	
	Mr. Jade Edwin H. Apin	Member, Procurement Division 2, PS
	Prospective Bidders:	
	Ms. Juliet Villena	Advance Computer Forms, Inc.
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:25 AM with Engr. Avila presiding.	

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
BID DATA SHEET	SECTION III ITB Clause 29.2: - The requirement for the latest VAT Returns must be for the last six months.



	- The clarification of the requirement shall be reflected in the Bid Bulletin.
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV No highlights.
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V SCC Clause 10.2: - It was emphasized that, "Progress payment shall be made after acceptance of each delivery".
SCHEDULE OF REQUIREMENTS	SECTION VI No highlights.
TECHNICAL SPECIFICATIONS	SECTION VII - It was emphasized during the meeting to make sure that the item offered shall be compliant with the Consumer Act of the Philippines especially the packaging. - Ms. Villena asked if it would be acceptable if the labeling details of the packaging of the sample shall be printed on a sticker during the post-qualification but during the delivery the labeling on the boxes shall be printed. The matter will be deliberated by the BAC for consideration.
TERMS OF REFERENCE	No highlights.
BIDDING FORMS	SECTION VII Bid Form: - Ms. Villena raised that in another BAC, the Schedule of Prices is required to be submitted. - The BAC will deliberate is matter raised by Ms. Villena and shall include in the Bid Bulletin to be issued the calification of the requirement.
II. OTHER DISCUSSIONS	
OTHER MATTERS	None.
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:01 AM
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on January 25, 2019.
PREPARED BY	 PRINCESS JOY B. FLORES BAC Secretariat

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CERTIFIED CORRECT

Bids and Awards Committee 2:


JERNIMEL B. GALIT
Ad Hoc Member

On Official Business

ATTY. MICHELLE ANNE B. RECTO
Regular Member


MARIA DANICA P. ABENGOZA
Provisional Member


ARNOLD F. BONDOC
Vice Chairperson


ENGR. MANUEL S. AVILA
Chairperson