

# MINUTES OF MEETING

Monday, April 15, 2019	2:00 PM	AVR
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 1</b>	
TYPE OF MEETING	<b>Pre-bid Conference</b>	
PROJECT	Supply and Delivery of Various HP Toner Cartridges for the Procurement Service (PS)	
REFERENCE NO.	<b>PB No. 19-122-1</b>	
-ATTENDEES	<p><b>Bids and Awards Committee 1</b>                  Engr. Rosana D. Yambao                  Paul Jasper V. De Guzman                  Ray-ann V. Sorilla                  Mylene B. Quiambao</p> <p><b>BAC Support Division</b>                  Rodelio D. Mendez, Jr.</p> <p><b>Bidder(s)</b>                  Jay-ann D. Frias                  Joanne Guanzon</p>	<p>Chairperson                  Vice-Chairperson                  Provisional Member                  Ad hoc Member</p> <p>Secretariat</p> <p>Gio Trading                  Integrated Compyter Systems, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled Pre-bid conference started at <b>2:05 PM</b> with the Chairperson presiding.</li> <li>2. The BAC Secretariat acknowledged the presence of attendees.</li> <li>3. The required quorum is established. Notice to Observers were issued to the concerned. Pre-bid conference with no observers in attendance is conducted.</li> </ol>	

## DISCUSSION

### I. BID DOCUMENTS

PRESENTATION	<p>The BAC Secretariat proceeded with the presentation of General Requirements of Government Procurement for Goods.</p> <p>The Chairperson clarified that the PhilGEPS Registration Certificate (Platinum Membership) shall be valid and updated that the Annex A of the said certificate should reflect all the updated documents as part of post-qualification requirement.</p>
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	The Chairperson reminded the bidders to use the form/format provided in the bidding documents.
INVITATION TO BID	<b>SECTION I</b> NO DISCUSSION
INSTRUCTIONS TO BIDDERS	<b>SECTION II</b> NO DISCUSSION
BID DATA SHEET	<p><b>SECTION III</b> <b>Page No. 38</b></p> <ul style="list-style-type: none"> <li>A prospective bidder clarify if the single contract that is similar to this project, equivalent to at least Twenty five percent (25%) of the ABC pertains for each lot or the total Lot 1 and 2. <b>The Committee explained that the 25% of the ABC must be sufficient to each lot in case the bidder opt to join one lot and 25% of the total ABC if the bidder opt to join in Lot 1 and Lot 2. The bidder must have completed a single contract similar to the project at least twenty five (25%) of the ABC.</b></li> <li>A prospective bidder asked if the post-qualification requirements are submitted during bid opening, if it still necessary to submit such documents during post-qualification. <b>The Committee stated that In case the additional documentary requirements and/or samples, if required, have already been submitted on or before the deadline of submission of bid proposal, the same need not be re-submitted.</b></li> </ul>
GENERAL CONDITIONS OF THE CONTRACT	<b>SECTION IV</b> NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<b>SECTION V</b> NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<b>SECTION VI</b> NO DISCUSSION
TECHNICAL SPECIFICATIONS	<p><b>SECTION VII</b> <b>Page No. 72</b></p> <ul style="list-style-type: none"> <li>A prospective bidder clarified that only Ink Cartridges has the warranty for at least eighteen (18) months from the date of acceptance. <b>The Committee took note of the concern.</b></li> </ul>

<b>BIDDING FORMS</b>	NO DISCUSSION
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### III. OTHER DISCUSSIONS

<b>OTHER MATTERS</b>	NONE
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<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>3:15 PM</b>
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<b>CERTIFICATION</b>	We certify that the foregoing is true account of Pre-bid Conference conducted on April 15, 2019.
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<b>PREPARED BY</b>	<b>Procurement Division I:</b>  <b>MS. RAY-ANN V. SORILLA</b> Provisional Member
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<b>CERTIFIED CORRECT</b>	<b>MS. MYLENE B. QUIAMBAO</b> Ad-Hoc Representative, Bids and Awards Committee 1  <b>MR. PAUL JASPER V. DE GUZMAN</b> Vice Chairperson, Bids and Awards Committee 1  <b>ENGR. ROSANA D. YAMBAO</b> Chairperson, Bids and Awards Committee 1
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*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.*