



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



MINUTES OF MEETING

Tuesday, April 30, 2019	2:00 AM	Meeting Room 1
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	SUPPLY AND DELIVERY OF FACSIMILE MACHINE FOR THE PROCUREMENT SERVICE (PS)	
REFERENCE NO.	PB 19-135-10	
ATTENDEES	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Maricel R. Vergel de Dios Rodevie L. Cruz	Chairperson Provisional Member / PMO-in-Charge Ad Hoc Representative, PS
	PROCUREMENT DIVISION X Engr. Chamel Fiji C. Melo Barby Ann M. Villamor	TWG-in-Charge Secretariat
	BIDDER/S No bidder	
CALL OF ORDER	<ul style="list-style-type: none">• The scheduled Pre-Bid Conference started at 2:25 PM with the Chairperson presiding.• The Chairperson acknowledged the presence of the attendees.• Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.• Having established the required quorum, the Chairperson proceeded with abovementioned activity.	

HIGHLIGHTS OF ACTIVITY	<ul style="list-style-type: none"> The Chairperson stated that a Notice of Postponement was issued by the BAC due to lack of quorum which resulted to a movement of time from 10:00 AM to 2:00 PM of the same day. The representative of Pantronics International Corporation already bought the bidding documents and ready to attend the pre-bid conference this morning but unfortunately waived her rights to attend the pre-bid based as re-scheduled. The BAC Members reviewed the summary of the bidding activities: <ul style="list-style-type: none"> ➤ Timeline: <table border="1" data-bbox="527 564 1528 833"> <tr> <td>Pre-Bid Conference</td> <td>Tuesday, April 30, 2019 02:00 PM</td> </tr> <tr> <td>Last day of Submission of Written Clarification</td> <td>May 03 2019</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>May 07, 2019</td> </tr> <tr> <td>Deadline for Submission</td> <td>Tuesday, May 14, 2019; 10:00AM</td> </tr> <tr> <td>Opening of Bids</td> <td>Immediately after the Deadline of Submission of Bids</td> </tr> </table> The Committee agreed to issue a Bid Bulletin for the following requirements: <ol style="list-style-type: none"> 1. Modify the Audited Financial Statement from 2017 to 2018. 2. Modify the Latest Income Tax Return from 2017 to 2018. 	Pre-Bid Conference	Tuesday, April 30, 2019 02:00 PM	Last day of Submission of Written Clarification	May 03 2019	Last day of Issuance of Bid Bulletin	May 07, 2019	Deadline for Submission	Tuesday, May 14, 2019; 10:00AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 02:35 PM. 										
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Tuesday, April 30, 2019. 										
PREPARED BY	<p style="text-align: center;">(SGD) BARBY ANN M. VILLAMOR Secretariat</p>										
CERTIFIED CORRECT	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p>-not present-</p> <p>ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>(SGD) MARICEL R. VERGEL DE DIOS Provisional Member / PMO-in-Charge</p> <p>-not present-</p> <p>WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>(SGD) RODEVIE L. CRUZ Ad Hoc Representative, PS</p> <p>-not present-</p> <p>ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD) MARICEL R. VERGEL DE DIOS Provisional Member / PMO-in-Charge</p> <p>-not present-</p> <p>WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>							
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