



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



MINUTES OF MEETING

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May 2, 2019

1:00 PM

Conference Room A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Mop head for the Procurement Service
REFERENCE NO.	PB No. 19-141-5
ATTENDEES	<p>Bids and Awards Committee V</p> <p>Mr. Webster M. Laureña Chairperson Mr. Jack G. Mercado Vice Chairperson Mr. Arnel B. Cunanan Provisional Member (PMO-in-charge) Mr. Boycie F. Tarca Ad Hoc Member</p> <p>Procurement Division V</p> <p>Ms. Rosemarie N. Andulan Secretariat</p> <p>Prosepective Bidders:</p> <p>Ms. Len Ocera LMS Industries Ms. Janice Javier LMS Industries</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:39 PM with the Vice Chairperson presiding. 2. Ms. Andulan acknowledged the presence of the attendees. 3. It was also reported that observers were invited for this activity but none confirmed their attendance. 4. Since the attendee is a frequent bidder of common supplies and equipment, it was agreed to skip the discussion on the documentary requirements. The activity will just focus on the matters in the bidding documents that they want to clarify.




DISCUSSION

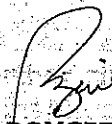
BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<p>In case of further clarification regarding the bidding project, the Vice Chairperson manifested that the prospective bidder can send a written letter or request to seek clarification until 6:00 PM of 06 May 2019 to make it all official and in record.</p>
BID DATA SHEET	<p>The Vice-Chairperson informed the bidder that with regards to the submission of VAT Returns in the Post Qualification Documents, the PMOIC still needs to clarify this with the Legal Division to know the 2550M and 2550Q to be required.</p> <p>xxx</p> <p>For the definition of similar contracts, the Vice Chairperson instructed the PMOIC to present the Annex I of the Bidding Document to enlighten the prospective bidder.</p> <p>xxx</p> <p>The Vice Chairperson explained that Class A documents need not be submitted during Opening of Bid so long as they submit a valid and current PhilGEPS Registration Certificate with the documents enumerated in the attached Annex A. If, any of the Class A documents has expired, a certified true copy of that document, duly signed by their authorized representative must be attached therewith. Should the bidder during Opening of Bids opt to submit the eligibility documents in lieu of the PhilGEPS Registration Certificate, the bidder shall submit a valid PhilGEPS Registration Certificate as part of post-qualification documents.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>3. Income Tax Returns for year 2017 (BIR Form 1701 or 1702).</p> <p>xxx</p> <p>The PMOIC announced that a Bid Bulletin will be issued to clarify the above-mentioned requirement since it should be the ITR for</p>

	year 2018 and not for year 2017.
SCHEDULE OF REQUIREMENTS	No amendment
TECHNICAL SPECIFICATIONS	No amendment on the Technical Specifications.
BID FORMS	<p>The Vice Chairperson reminded the prospective bidder that failure to sign each and every page of the Bid Form is a ground for disqualification.</p> <p>xxx</p> <p>Furthermore, the Vice Chairperson advised the prospective bidder to check carefully the offered unit price and its total computation to avoid discrepancy to its financial bid offer.</p>

TIMELINE	
POSTING IN PHILGEPS	April 25, 2019
PREBID CONFERENCE	Thursday, May 2, 2019; 1:00 PM
POSTING OF BID BULLETIN	Thursday, May 9, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	Thursday, May 16, 2019; 1:00 PM

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:10 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Thursday, May 2, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT

CERTIFIED CORRECT



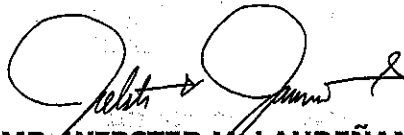
MR. BOYCIE F. TARCA
Ad Hoc Member, Bids and Awards Committee V



MR. ARNEL B. CUNANAN
PMOIC, Bids and Awards Committee V



MR. JACK G. MERCADO
Vice - Chairman, Bids and Awards Committee V



MR. WEBSTER M. LAUREÑANA
Chairman, Bids and Awards Committee V

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.