

# MINUTES OF MEETING

Friday, June 28, 2019	1:00 PM	CONFERENCE ROOM A
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 4</b>													
TYPE OF MEETING	<b>Prebid Conference</b>													
PROJECT	<b><i>Supply and Delivery of Various IT Equipment for the Commission on Higher Education – Philippine California Advance Research Institute (CHED-PCARI)</i></b>													
REFERENCE NO.	<b>PB 19-192-4</b>													
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <table border="0"> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Rose Alvidale G. Ladlad</td> <td>Provisional Member</td> </tr> <tr> <td>Engr. Artemio S. Capellan Jr.</td> <td>Ad-Hoc Representative   CHED-PCARI</td> </tr> </table> <p><b>Procurement Division 4</b></p> <table border="0"> <tr> <td>Ms. Karen Anne F. Requintina</td> <td>Secretariat</td> </tr> </table> <p><b>End-User Agency(ies)</b></p> <table border="0"> <tr> <td>Mr. Clarence Salting</td> <td>CHED-PCARI, TWG</td> </tr> <tr> <td>Ms. Maria Luz G. Limun</td> <td>CHED-PCARI, TWG</td> </tr> </table>		Engr. Estrellita G. Fule	Chairperson	Ms. Rose Alvidale G. Ladlad	Provisional Member	Engr. Artemio S. Capellan Jr.	Ad-Hoc Representative   CHED-PCARI	Ms. Karen Anne F. Requintina	Secretariat	Mr. Clarence Salting	CHED-PCARI, TWG	Ms. Maria Luz G. Limun	CHED-PCARI, TWG
Engr. Estrellita G. Fule	Chairperson													
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CALL TO ORDER	<ol style="list-style-type: none"> <li>The scheduled <b>Prebid Conference</b> started at <b>1:00 PM</b> with the Chairperson presiding.</li> <li>The Chairperson acknowledged that there were no bidders in attendance during the Prebid Conference.</li> <li>Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project for further review.</li> </ol>													

## DISCUSSION

### I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
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<p>BID DATA SHEET</p>	<p>SECTION III          BDS Clause No. 29.2          Page No. 43  <b>xxx</b>  <b>6. For Item Nos. 3 and 4 only:</b>  <b>a.) Warranty Certificate for one (1) year on parts and service on site 8x5 and within forty eight (48) hour response time and replacement and three (3) years on site within forty eight (48) hour response time for service.</b>  <b>b.) Service units to be provided within forty eight (48) hours if an item is pulled out for servicing.</b>  <b>xxx</b>  <i>Ms. Requentina raised an inquiry on the Bidder's compliance in providing Service Units.</i>    <i>The Chairperson explained that it is possible to delete requirement "b" as the 1<sup>st</sup> requirement for the Warranty Certificate can be utilized as the required proof in servicing problematic units.</i>    <i>The BAC signified their agreement with the Chairperson's Proposal, and changes will be incorporated thru a Bid Bulletin to be issued for the Project.</i></p>					
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>					
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>					
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO DISCUSSION</p>					
<p>TECHNICAL SPECIFICATIONS</p>	<p>NO DISCUSSION</p>					
<p>TERMS OF REFERENCE</p>	<p>NO DISCUSSION</p>					
<p>BIDDING FORMS</p>	<p>Annex No. C-1          Page No. 86  <b>xxx</b>  <table border="1" data-bbox="523 1727 861 1906"> <tr> <td><b><i>Date of the Contract</i></b></td> </tr> <tr> <td><b><i>GOVERNMENT</i></b></td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table></p>	<b><i>Date of the Contract</i></b>	<b><i>GOVERNMENT</i></b>			
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<b><i>GOVERNMENT</i></b>						

***PRIVATE***

**XXX**

*The Chairperson instructed the Provisional Member to include the terms "Government" and "Private" to the said form to properly classify all contracts that will be declared by prospective bidders.*

## II. OTHER DISCUSSIONS

OTHER MATTERS

NO DISCUSSION

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 **Prebid Conference** conducted on Friday, June 28, 2019.

PREPARED BY

Procurement Division 4:

(SGD.)  
**MS. KAREN ANNE F. REQUINTINA**  
Secretariat

CERTIFIED CORRECT

(SGD.)  
**ENGR. ARTEMIO S. CAPELLAN, JR.**  
Ad-Hoc Representative, Bids and Awards Committee 4

(SGD.)  
**MS. ROSE ALVIDALE G. LADLAD**  
Provisional Member, Bids and Awards Committee 4

(SGD.)  
**ENGR. ESTRELLITA G. FULE**  
Chairperson, Bids and Awards Committee 4