

MINUTES OF MEETING

June 28, 2019	10:00 AM	Meeting Room II
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																				
TYPE OF MEETING	Pre-bid Conference																				
PROJECT	Supply and Delivery of Pad Paper, Ruled for the Procurement Service																				
REFERENCE NO.	PB No. 19-194-5																				
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Ms. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice-chairperson</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Mr. Abelardo P. Gonzalez</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Member</td> </tr> </table> <p>Observer:</p> <table> <tr> <td>Atty. Vhincen Cañares</td> <td>PS Consultant</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Paul de Castro</td> <td>Advance Paper Corp.</td> </tr> <tr> <td>Ms. Emelda Alden</td> <td>Consolidated Paper</td> </tr> </table>	Ms. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice-chairperson	Mr. Arnel B. Cunanan	Provisional Member (PMO-in-charge)	Mr. Boycie F. Tarca	Ad Hoc Member	Ms. Jessica G. Gapuz	Member	Mr. Abelardo P. Gonzalez	Member	Engr. Nicole John D. Cabueños	Member	Atty. Vhincen Cañares	PS Consultant	Mr. Paul de Castro	Advance Paper Corp.	Ms. Emelda Alden	Consolidated Paper
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:06 AM. 2. The PMOIC acknowledged the presence of attendees. 3. The PMOIC presented the Invitation to Observers but none confirmed attendance. 4. Since the attendees are frequent bidders 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.
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DISCUSSION

HIGHLIGHTS OF ACTIVITY	
BID DOCUMENTS	
INVITATION TO BID	NO FURTHER DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>The Chairperson asked the prospective bidders if they have already processed their 2018 Audited Financial Statement (AFS).</p> <p>All prospective bidders answered in the affirmative.</p>
GENERAL CONDITIONS OF CONTRACT	NO FURTHER DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO FURTHER DISCUSSION
SCHEDULE OF REQUIREMENTS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
TECHNICAL SPECIFICATIONS	<p>Lot No. 1: Supply and Delivery of Pad Paper, ruled Technical Specifications Page 72</p> <p>xxx</p> <p>*Conform to ARTICLE 77 of the consumer Act of the Philippines (RA 7394): xxx e. The net quantity of contents, in terms of weight, measure or numerical count rounded off to at least the nearest tenths in the metric system</p> <p>xxx Mr. de Castro of Advance Paper Corp. asked if the aforementioned requirement pertains to the page number of the pad paper, ruled.</p> <p>The Chairperson answered in the affirmative and stated that the same is considered to be the net quantity of contents of the ruled</p>

	pad.
BID FORMS	<p>The PMOIC reminded the prospective bidders to sign both pages of the bid form. He stated that failure to comply with this requirement is a ground for disqualification.</p> <p>The Chairperson likewise emphasized that the authorized representative must incorporate therein their full signature and not just their initials. Furthermore, he gave a reminder about the accomplishment of the bidder of the Schedule of Prices to be attached in the bid financial proposal particularly the forms for goods offered from abroad and goods offered from within the Philippines. Failure to do so would render their bid ineligible.</p>

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:30 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on June 28, 2019.
PREPARED BY	<p>(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>
CERTIFIED CORRECT	<p>(SGD.) MR. BOYCIE F. TARCA AD HOC, MEMBER</p> <p>(SGD.) MR. ARNEL B. CUNANAN PMOIC, Bids and Awards Committee V</p> <p>(SGD.) MR. JACK G. MERCADO Vice-Chairperson, Bids and Awards Committee V</p> <p>(SGD.) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>