

# MINUTES OF MEETING

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| Wednesday, July 24, 2019 | 10:00 AM | MEETING ROOM I |
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| MEETING CALLED BY | <b>BIDS AND AWARDS COMMITTEE V</b>   |
| TYPE OF MEETING   | <b>Pre-Bid Conference</b>  |
| PROJECT           | <b>Supply and Delivery of Thermal Paper, 55 gsm for the Procurement Service</b>  |
| REFERENCE NO.     | <b>PB No. 19-231-5</b>   |
| ATTENDEES         | <p><b>Bids and Awards Committee V</b><br/>           Mr. Webster M. Laureñana                      Chairperson<br/>           Mr. Arnel B. Cunanan                              Provisional Member<br/>           Mr. Boycie F. Tarca                                  Ad Hoc Member</p> <p><b>Procurement Division V</b><br/>           Engr. Yuji C. Hoshina                              Member</p> <p><b>Prospective Bidder:</b><br/>           Mr. Celso Manolo                                      Contact Point Inc.</p>                                     |
| CALL TO ORDER     | <ol style="list-style-type: none"> <li>1. The scheduled Pre-bid Conference started at <b>10:15 AM</b> with Mr. Laureñana, Chairperson of Bids and Awards Committee (BAC) - V presiding.</li> <li>2. Engr. Hoshina acknowledged the presence of attendees.</li> <li>3. He likewise reported that observers were invited for this activity but none confirmed their attendance.</li> <li>4. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</li> </ol> |

## DISCUSSION

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| <p>BID DATA SHEET</p> | <p>Mr. Manolo of Contact Point Inc. asked if the similar contract shall only be limited to the contracts referred to in Annex I.</p> <p><b>The Chairperson then asked Mr. Manolo if what are the contracts that they have entered into.</b></p> <p>Mr. Manolo stated that they supply and deliver different kinds of paper like copy paper and colored paper.</p> <p><b>The Chairperson answered that contracts to different paper products are acceptable so long as it amounts to at least twenty-five percent (25%) of the ABC.</b></p> <p>Mr. Manolo likewise asked if the contract shall include other items such as steel cabinets and the like.</p> <p><b>The Chairperson explained that this public bidding only requires paper-based products.</b></p> <p>xxx</p> <p>BDS Clause 29.2<br/>Page 42</p> <p>xxx</p> <p><b>1.</b> Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.</p> <p>xxx</p> <p>Mr. Manolo raised that as per the accountant that they have asked for inquiry, the sales invoice is for goods delivered whereas the official receipt is for the delivery or other services.</p> <p><b>The Chairperson clarified that these two (2) requirements must be jointly submitted since if there is a sales invoice, a corresponding receipt is likewise necessary to be issued.</b></p> <p>xxx</p> <p><b>The Chairperson explained that Class A documents need not be submitted 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</b></p> |
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|  | <p><b>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.</b></p> |                          |                 |   |             |
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| <p><b>SCHEDULE OF REQUIREMENTS</b></p>   | <p>Mr. Manolo asked on how many sample Thermal Paper has to be submitted for sample evaluation.</p> <p><b>The PMOIC answered that the requirement is two (2) rolls of Thermal Paper.</b></p> <p><b>xxx</b></p> <p>Schedule of Requirements<br/>Page 69</p> <p>xxx</p>  |                          |                 |   |             |
|  | <table border="1"> <thead> <tr> <th data-bbox="411 909 940 949"><b>DELIVERY SCHEDULE</b></th> <th data-bbox="940 909 1473 949"><b>QUANTITY</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="411 949 940 1021">1st within 30 calendar days from receipt of NTP</td> <td data-bbox="940 949 1473 1021">8,256 rolls</td> </tr> </tbody> </table>                             | <b>DELIVERY SCHEDULE</b> | <b>QUANTITY</b> | 1st within 30 calendar days from receipt of NTP | 8,256 rolls |
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| 1st within 30 calendar days from receipt of NTP  | 8,256 rolls  |                          |                 |   |             |
| <p>xxx</p> <p><b>Due to the number of requirements for Thermal Paper, the Chairperson explained to Mr. Manolo that the first (1<sup>st</sup>) schedule of delivery will be divided into two (2) for every fifteen (15) calendar days from receipt of Notice to Proceed (NTP).</b></p> <p><b>The PMOIC further clarified that only the first (1<sup>st</sup>) delivery will be affected and as for the rest, the delivery will be as stated in the bidding document.</b></p> <p><b>Moreover, the Chairperson emphasized that for every batch of delivery, the supplier is required to provide separate two (2) rolls of Thermal Paper for purposes of acceptance and testing.</b></p> |  |                          |                 |   |             |
| <p><b>TECHNICAL SPECIFICATIONS</b></p>   | <p><b>Lot No. 1: Supply and Delivery of Thermal Paper</b><br/>Technical Specifications<br/>Page 72</p> <p><b>xxx</b></p> <p>THERMAL PAPER,55gsm,216mm x 30m</p> <p>xxx</p> <p>Mr. Manolo observed that the requirement for the width is 216mm, he then wanted to clarify if the item must be in the size of legal paper.</p>   |                          |                 |   |             |

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|                          | <p><b>The Chairperson answered in the affirmative.</b></p> <p>xx</p>   |
| <b>BIDDING FORMS</b>     | NO FURTHER DISCUSSION  |
| <b>OTHER</b>             | <p>Mr. Manolo sought to clarify if how long will it take before a Notice of Award is issued to a supplier.</p> <p><b>The Chairperson stated that it depends upon the period of the procurement process, since after opening of bids a post-qualification which includes the sample testing is still to be conducted.</b></p> <p>Mr. Manolo answered that given such long period until the Notice of Award, they still a have enough time to process their PhilGEPS Registration Certificate.</p> <p><b>The Chairperson explained that the PhilGEPS Registration is a requirement during opening of bid. After the evaluation of the bid proposal, the Notice of Lowest Calculated Bid will be issued. Upon receipt, the bidder has five (5) calendar days to which he has to submit the post-qualification documents which include the submission of an updated PhilGEPS Registration Certificate.</b></p> |
| <b>ADJOURNMENT</b>       | Having no other matters for discussion, the meeting was adjourned at <b>12:00 PM</b>   |
| <b>PREPARED BY</b>       | <p>(SGD.)<br/> <b>ROSEMARIE N. ANDULAN</b><br/> Secretariat, Bids and Awards Committee V</p>   |
| <b>CERTIFIED CORRECT</b> | <p>(SGD.)<br/> <b>BOYCIE F. TARCA</b><br/> Ad Hoc Member, Bids and Awards Committee V</p> <p>(SGD.)<br/> <b>ARNEL B. CUNANAN</b><br/> Provisional Member, Bids and Awards Committee V</p> <p>(SGD.)<br/> <b>WEBSTER M. LAUREÑANA</b><br/> Chairperson, Bids and Awards Committee V</p>   |

