

Republic of the Philippines

Department of Budget and Management



PROCUREMENT SERVICE BIDS AND AWARDS COMMITTEE

PS DBM Compound, RR Road, Cristobal St., Paco, Manila Tel. No. 8290-6300

MINUTES OF MEETING

Date: Friday, November 22, 2019 Time: 10:00AM Venue: Conference Room B

| MEETING CALLED BY | Procurement Division IX (PD IX) | |
|-------------------|---|--|
| TYPE OF MEETING | Pre-Bid Conference | |
| PROJECT | Supply, Delivery and Installate Economic Development Author | tion of Office Appliances for the National ority (NEDA) Region IV-A |
| REFERENCE NO. | Public Bidding No. 19-316-9 | |
| ATTENDEES | Special Bids and Awards Contengr. Ian T. Fajarito Ms. Jennifer R. Jimenez Mr. Vincent Joseph D. Disu Ms. Gina T. Gacusan Technical Working Group Mr. Marwan O. Amil Ms. Jennylyn P. Jucutan Ms. Marlo E. Chavez Prospective Bidders Mr. Eugene Lozano | Chairperson Vice - Chairperson Provisional Member (PMOIC), PS Provisional Member (Ad Hoc), NEDA Region IV-A TWG, PS TWG, NEDA Region IV-A TWG, NEDA Region IV-A |
| CALL TO ORDER | Chairperson presiding. 2. The Provisional Member (P the attendees, and state | Conference started at 10:15 AM with the MO-In-Charge) acknowledged the presence of d that with the presence of the four (4) equired quorum has been established. |

| | After having established the required quorum to conduct the pre-bid conference, the PMOIC presented the invitation to observers in compliance to R.A. 9184. | |
|-------------------------|---|--|
| COMPLIANCE TO R.A. 9184 | The PMO-In-Charge discussed the general requirements for government procurement of goods. During the discussion the following topics were tackled; the purpose of Pre-bid Conference who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions and BAC IX contact details amongst others. | |

DISCUSSIONS

| I. BID DOCUMENTS | | |
|------------------------------------|---|--|
| | Section III. Bid Data Sheet BDS Clause 5.4 Page No. 39 | |
| | xxx | |
| | For this purpose, similar contract shall refer to any contract for Office Appliances | |
| INVITATION TO BID | xxx | |
| | A representative from Innovalite clarified if electric Fan is considered as an Office Appliance to be an acceptable similar one as contemplated under the definition of similar contract. | |
| | - The Committee took note of the clarification and any amendment, if any, shall be reflected in the Supplemental/Bid Bulletin to be issued for the project. | |
| BID DATA SHEET | SECTION III | |
| DID DATA SHEET | There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents. | |
| GENERAL CONDITIONS OF THE CONTRACT | SECTION IV | |
| | There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents. | |

| SPECIAL CONDITIONS OF THE CONTRACT | SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents. |
|------------------------------------|--|
| SCHEDULE OF REQUIREMENTS | SECTION VI There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents. |
| TECHNICAL SPECIFICAITONS | SECTION VII There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents. |
| BIDDING FORMS | - It was emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions. |
| II. OTHER MATTERS | |
| OTHER MATTERS | 1. The following points were also emphasized: For the required Competent Evidence of Identity Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed. No. 10th statement under the Omnibus Sworn Statement It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof. All other pertinent portions of the bidding documents were presented and no other clarifications were raised. The PMOIC presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be |

| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 10:50 AM. |
|-------------------|---|
| CERTIFICATION | We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 22, 2019. |
| | The Bids and Awards Committee IX (BAC IX) |
| | |
| | SGD. |
| | MS. GINA T. GACUSAN |
| | Provisional Member (Ad Hoc), NEDA Region IV-A |
| | Trovisional Piember (Ad Floc), NEDA Region IV A |
| | SGD. |
| | MR. VINCENT JOSEPH D. DISU |
| | |
| CERTIFIED CORRECT | Provisional Member (PMOIC), PS |
| | |
| | SGD. |
| | MS. MA. JENNIFER R. JIMENEZ |
| | Vice - Chairperson |
| | |
| | SGD. |
| | ENGR. IAN T. FAJARITO |
| | Chairperson |
| | |