MINUTES OF MEETING

Monday, December 2, 2019	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I		
TYPE OF MEETING	Prebid Conference		
PROJECT	Supply and Delivery of Clip Backfold 19mm, 25mm, 32mm and 50mm for the Procurement Service		
REFERENCE NO.	PB 19-324-1		
ATTENDEES	Engr. Rosana D. Yambao Atty. Divina Gracia A. Bacal Ms. Maybelline N. Galang PROCUREMENT DIVISION 1 Mr. Rodelio D. Mendez Jr. Bidder(s): Mr. Jowel Fortunato	Chairperson Regular Member Provisional Member King Files Multiventures Inc.	
CALL TO ORDER	 The scheduled Prebid Conference started at 10:00 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project. 		

DISCUSSION

I. BID DOCUMENTS	BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	NO DISCUSSION	

BID DATA SHEET	NO DISCUSSION	
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION	
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION	
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	Amended the schedule of requirements form.	
	xxx	
	We commit to deliver the goods under the new packaging as required by the Procurement Service.	
	Shall conform to the Consumer Act of the Philippines (RA 7394), Article 77. Minimum Labelling requirements for consumer products, which states that:	
	"All consumer products domestically sold whether manufactured locally or imported shall indicate the following in their respective labels of packaging:	
	a) Its correct and registered trade name or brand name;	
SCHEDULE OF	b) Its duly registered trademark;	
REQUIREMENTS	c) Its duly registered business name;	
	d) The address of the manufacturer, importer, repacker of the consumer product in the Philippines;	
	e) Its general make or active ingredients (if applicable);	
	f) The net quality of contents, in terms of weight, measure or numerical count rounded or to at least the nearest tenths in the metric system (if applicable);	
	g) Country of manufacture, if imported; and	
	h) If a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact."	
	I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found false either during evaluation or	

	post-qualification, the same shall give rise to automatic disqualification of our bid.	
		er Printed Name
	of Authorized	Representative
TECHNICAL SPECIFICATIONS	NO DISCUSSION	
TERMS OF REFERENCE	NO DISCUSSION	
BIDDING FORMS	NO DISCUSSION	
II. OTHER DISCUSSION	ONS	
OTHER MATTERS	NO DISCUSSION	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11: 00 AM	
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Monday, December 2, 2019.	
PREPARED BY	Procurement Division I: SGD MS. MAYBELLINE N. GALANG PMO-in-Charge	
CERTIFIED CORRECT	SGD ENGR. ROSANA D. YAMBAO Chairperson	