

MINUTES OF MEETING

December 5, 2019	10:00 AM	Conference A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Furniture and Fixtures for the Bureau of Quarantine
REFERENCE NO.	PB No. 19-328-5
ATTENDEES	<p>Bids and Awards Committee V</p> <p>Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member</p> <p>Procurement Division V</p> <p>Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User's Representative</p> <p>Ar. Bob-Harvey P. Rosco BOQ</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:13 AM with the Chairperson presiding. He then instructed the PMOIC to acknowledge the presence of the attendees. 2. The PMOIC, likewise, presented the Invitation to Observers however none confirmed attendance. 3. Thereafter, the Secretariat informed the Committee that no prospective bidder is present to attend the Pre-bid Conference. 4. The Chairperson stated that the bidder's attendance in the Prebid Conference is not mandatory and that bidders can still submit their proposals on the scheduled date of submission and Opening of Bids.

	5. Furthermore, the Chairperson added that the BAC V may assume that bidders already know the requirements for the bidding and will only declare a failure of public bidding if no bids are received during the Opening.
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DISCUSSION

BID DOCUMENTS	
HIGHLIGHTS	<ol style="list-style-type: none"> 1. The Chairperson asked the PMOIC to discuss with the Committee the reason for the revision of the Approved Budget for the Contract (ABC). 2. The PMOIC stated that in view of the number of failure of biddings for this project, the Committee has decided to conduct a mandatory review of the procurement planning and part of this is the re-conduct of the price monitor to update the prices of the items included in the bidding project. 3. The Chairperson then asked the End-User if there are other revisions to be incorporated in the bidding document to be included in the Bid Bulletin. 4. The End-User answered in the negative.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:43 AM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on December 5, 2019.
PREPARED BY	(SGD.) MS. ROSEMARIE N. ANDULAN Secretariat, Bids and Awards Committee V
CERTIFIED CORRECT	(SGD.) MS. JESSICA G. GAPUZ Provisional Member, Bids and Awards Committee V (SGD.) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V (SGD.) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V