



Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

Friday, August 31, 2018

2:00 PM

CONFERENCE ROOM B

MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE 4</b>													
TYPE OF MEETING	<b>Prebid Conference</b>													
PROJECT	<b><i>Supply and Delivery of Various Toner Cartridges for Samsung Printers for the Procurement Service (Ordering Agreement)</i></b>													
REFERENCE NO.	<b>PB 18-250-4</b>													
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <table border="0"> <tr> <td>Engr. Estrellita G. Fule</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. Nikko C. Valenzona</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Dave Y. Valderrama</td> <td>Ad-Hoc Representative   Procurement Service</td> </tr> </table> <p><b>Procurement Division 4</b></p> <table border="0"> <tr> <td>Ms. Karen Anne F. Requintina</td> <td>Secretariat</td> </tr> </table> <p><b>Other Attendees:</b></p> <table border="0"> <tr> <td>Mr. Paul G. Cortez</td> <td>Columbia Technologies, Inc.</td> </tr> </table>		Engr. Estrellita G. Fule	Chairperson	Engr. Ian T. Fajarito	Vice Chairperson	Mr. Nikko C. Valenzona	Provisional Member	Mr. Dave Y. Valderrama	Ad-Hoc Representative   Procurement Service	Ms. Karen Anne F. Requintina	Secretariat	Mr. Paul G. Cortez	Columbia Technologies, Inc.
Engr. Estrellita G. Fule	Chairperson													
Engr. Ian T. Fajarito	Vice Chairperson													
Mr. Nikko C. Valenzona	Provisional Member													
Mr. Dave Y. Valderrama	Ad-Hoc Representative   Procurement Service													
Ms. Karen Anne F. Requintina	Secretariat													
Mr. Paul G. Cortez	Columbia Technologies, Inc.													
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>2:15 PM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>													

### DISCUSSION

#### I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS

NO DISCUSSION

<p>BID DATA SHEET</p>	<p>SECTION III BDS Clause No. 29.2 Page No. 42</p> <p><b>XXX</b> <i>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.</i></p> <p><b>XXX</b></p> <p><b><i>The Provisional Member explained the requirement, emphasizing that the bidder may opt to submit any but not limited of the four (4) indicated requirements as long as it is verifiable.</i></b></p> <p><i>Mr. Cortez inquired if they may submit the Ordering Agreement Contract of the said Project as well as Multiple Delivery Orders issued by the Procurement Service.</i></p> <p><b><i>The Chairperson signified her agreement as a response to the Inquiry of Mr. Cortez.</i></b></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p><b>XXX</b> <i>Within Fifteen (15) Calendar Days upon receipt of Delivery Order</i> <b>XXX</b></p> <p><b><i>The Provisional Member inquired to the attending bidder if they can comply with the delivery requirement as stated in the Schedule of Requirements (Ordering Agreement List).</i></b></p> <p><b><i>Mr. Cortez answered in the affirmative.</i></b></p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>NO DISCUSSION</p>
<p>TERMS OF REFERENCE</p>	<p>NO DISCUSSION</p>

*Handwritten initials/signature*


<b>BIDDING FORMS</b>	NO DISCUSSION
----------------------	---------------


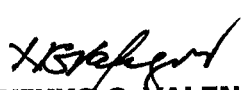
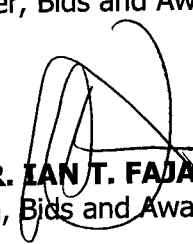
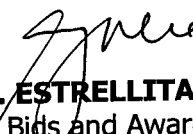
**II. OTHER DISCUSSIONS**

<b>OTHER MATTERS</b>	NO DISCUSSION
----------------------	---------------

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>2: 50 PM</b>
--------------------	--

<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Friday, August 31, 2018.
----------------------	---

<b>PREPARED BY</b>	Procurement Division 4:   <b>MS. KAREN ANNE F. REQUINTINA</b> Secretariat
--------------------	---

<b>CERTIFIED CORRECT</b>	 <b>MR. DAVE Y. VALDERRAMA</b> Ad-Hoc Representative, Procurement Service   <b>MR. NIKKO C. VALENZONA</b> Provisional Member, Bids and Awards Committee 4   <b>ENGR. IAN T. FAJARITO</b> Vice Chairperson, Bids and Awards Committee 4   <b>ENGR. ESTRELLITA G. FULE</b> Chairperson, Bids and Awards Committee 4
--------------------------	---