

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



## MINUTES OF MEETING

Thursday, November	22, 2018 3:00 PM	CONFERÊNCE A				
MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I	IX				
TYPE OF MEETING	Pre-Bid Conference					
PROJECT	Supply and Delivery of Office Supplies (Staple Wire Standard 26/6) for the Procurement Service (PS)					
REFERENCE NO.	PB 18-397-9					
	BIDS AND AWARDS COMMITTEE IX					
	Ms. Dalisay Conrinaa P. Dela Chica Mr. Rojim RJ C. Espere Catherine Ann D. Mirabel	Chairperson Provisional Member Adhoc Member				
	PROCUREMENT DIVISION IX:					
ATTENDEES	Mr. Vincent Joseph D. Disu	Member				
	PROSPECTIVE BIDDER/S:					
	Ms. Jennifer Waine Mr. Albert Tanquintic Ms. Maeah Arocel Isidro	Costwide Inc. GTK Trading. Centerpoint Sales and Trading Inc.				
	1. The scheduled <b>Pre-Bid Conference</b> started at <b>3:15 PM</b> with the Chairperson presiding.					
	2. The PMO-In-Charge acknowledged the presence of the attendees.					
CALL TO ORDER	3. The compliance on the Invitation to Observers has been stated. Notices to the Observers have been sent within the prescribed period, but none attended the activity.					
	4. The project was presented after the required quorum has been established.					

1 of 4 | Page

PRE-BID CONFERENCE
Public Bidding No. 18-397-9
Supply and Delivery of Office Supplies
for the Procurement Service (195)

## **DISCUSSION**

## I. DOCUMENTATIONS

DOCUMENTATIONS FROM PD

 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, Proof of bidder's eligibility, suggested forms, sequencing of documents, and BAC IX contact details, amongst others.

IL BID DOCUMENTS	XXX							
INSTRUCTIONS TO BIDDERS		Lot No.	Item/Description	Amount  Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/Irrevocable Letter of Credit  (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission	Bid Securing Declaration  (Pursuant to GPPB Resolution No. 03-2012		
		1	Pencil, Sharpener	114,649.56	286,623.91	Please see Section VIII attached as Annex "H"		
	➢ For Issuance of Bid Bulletin XXX							
BID DATA SHEET	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
SPECIAL CONDITIONS OF THE CONTRACT	XXX							

		Lot No.	Quantity	Item/Descri ption	ADDITIONAL QUANTITY FOR EVERY BATCH OF DELIVERY FOR ACCEPTANCE TEST	TESTING CENTER & TESTING FEE	THE STATE OF THE S	
		1	45,591 piece	<del>Pencil,</del> <del>Sharpener</del>	Two (2) piece	_		
	<b>≻</b> Fo	r Issu	ance of Bid Bulletin					
	<b>XXX</b>							
SCHEDULE OF REQUIREMENTS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
TECHNICAL SPECIFICATIONS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
TERMS OF REFERENCE	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
BIDDING FORMS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
III. OTHER DISCUSSIO	VS				La Sale de			
OTHER MATTERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.							
ATTACHMENTS	"NONE"							
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>4:00 PM</b>							
CERTIFICATION	We certify that the foregoing is the true account of <b>Pre-Bid Conference</b> conducted on Thursday November 22, 2018							

CATHERINE ANN D. MIRABEL
Ad Hoc Member

ROJIN RJ C. ESPERE
Provisional Member

CERTIFIED CORRECT

ATTY. MICHELLE B. RECTO
Regular Member

LEAH NIMFA M. VALDEZ
Vice Chairperson

DALISAY CONRINA P. DELA CHICA
Chairperson