

# MINUTES OF MEETING

November 29, 2018	1:00 PM	Conference C
-------------------	---------	--------------

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>	
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>	
<b>PROJECT</b>	Supply and Delivery of Cartolina and Thermal Paper	
<b>REFERENCE NO.</b>	<b>PB 18-358-5; PB NO. 18-410-5</b>	
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b>                  Ms. Teresita J. Dela Cruz                  Mr. Arnel B. Cunanan                  Mr. Boycie F. Tarca</p> <p><b>Procurement Division V</b>                  Ms. Jessica G. Gapuz                  Ms. Rosemarie N. Andulan</p> <p><b>Prospective Bidders</b>                  Mr. Paul de Castro</p>	<p>Chairperson                  Provisional Member (PMO-in-charge)                  Ad Hoc Member</p> <p>Member                  Secretariat</p> <p>Advance Paper Corp.</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 1:51 PM.</li> <li>2. Ms. Andulan, the BAC Secretariat, acknowledged the presence of attendees.</li> <li>3. She likewise reported that observers were invited for this activity but none confirmed their attendance.</li> <li>4. Having established the required quorum, the Chairperson mentioned that two (2) public bidding projects, each having its own bidding documents, will be discussed.</li> <li>5. Since the attendee is a frequent bidder of common supplies and equipment, it was agreed to skip the discussion on the documentary requirements. The activity will just focus on the matters in the bidding documents that he wants to clarify.</li> </ol>	

## DISCUSSION

BID DOCUMENTS																
INVITATION TO BID	NO HIGHLIGHT															
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDER															
BID DATA SHEET	<p><b>PB NO. 18-358-5</b></p> <p>Mr. de Castro of Advance Paper Corp. inquired if printing size is included in the paper products.</p> <p><b>The Chairperson stated that if it is not expressed in the bidding document, such is excluded in the requirement.</b></p>															
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION															
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION															
SCHEDULE OF REQUIREMENTS	<p><b>PB NO. 18-358-5</b></p> <p>Schedule of Requirements Page 70</p> <p><b>xxx</b></p>															
	<table border="1"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>233,370 packs</td> <td>Cartolina Assorted,Colors 572 mm x 724 mm (-3mm), 100gsm (min) Twenty (20) pieces of assorted colors per pack.</td> </tr> <tr> <td colspan="2">DELIVERY SCHEDULE</td> <td>QUANTITY</td> </tr> <tr> <td>1st</td> <td>within 30 calendar days from receipt of NTP</td> <td>40,000 packs</td> </tr> <tr> <td>2<sup>nd</sup></td> <td>Within 30 calendar days thereafter</td> <td>38,690 packs</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM DESCRIPTION	1	233,370 packs	Cartolina Assorted,Colors 572 mm x 724 mm (-3mm), 100gsm (min) Twenty (20) pieces of assorted colors per pack.	DELIVERY SCHEDULE		QUANTITY	1st	within 30 calendar days from receipt of NTP	40,000 packs	2 <sup>nd</sup>	Within 30 calendar days thereafter	38,690 packs
	LOT NO.	QUANTITY	ITEM DESCRIPTION													
	1	233,370 packs	Cartolina Assorted,Colors 572 mm x 724 mm (-3mm), 100gsm (min) Twenty (20) pieces of assorted colors per pack.													
	DELIVERY SCHEDULE		QUANTITY													
	1st	within 30 calendar days from receipt of NTP	40,000 packs													
2 <sup>nd</sup>	Within 30 calendar days thereafter	38,690 packs														

	3rd within 30 calendar days thereafter	38,670 packs
	4th within 30 calendar days thereafter	38,670 packs
	5th Within 30 calendar days thereafter	38,670 packs
	6th Within 30 calendar days thereafter	38,670 packs
		<b>233,370 Packs</b>
	<p>XXX</p> <p>On the issue of delivery schedule, Mr. de Castro manifested that in case they win this public bidding for the supply and delivery of Cartolina, the whole quantity of 40, 000 packs will not be delivered immediately however he guaranteed that such amount will be delivered within the period of first (1<sup>st</sup>) tranche.</p> <p><b>The Chairperson clarified that such a circumstance is acceptable so long as the deliveries will be completed within the scheduled period of the first (1<sup>st</sup>) tranche.</b></p>	
<b>TECHNICAL SPECIFICATIONS</b>	<p><b>The PMOIC emphasized the importance of following the labeling requirements under Article 77 of the Consumer Act of the Philippines (RA 7394) indicated in the Technical Specifications of the Bidding Document. He stated that failure to conform to this requirement is a cause for disqualification.</b></p>	
<b>BID FORMS</b>	<p><b>The Chairperson stressed that every page of the bid form must be signed, not with an initial but with the official signature of the authorized representative of their company since non-compliance with this requirement is a ground for disqualification.</b></p>	

<b>OTHER MATTERS</b>	<p>As to the matter of notices, Mr. de Castro asked if it is possible to avoid sending the same during afternoon of Fridays. He explained that since their deadline of submission is counted in calendar days, non-working days such as holidays and weekends will be counted as well, thus, giving them short period of time to prepare for their compliances.</p> <p><b>The Chairperson and the PMOIC acknowledged the same.</b></p> <p><b>XXX</b></p> <p>Furthermore, Mr. de Castro wanted to clarify the reason for the deadline of submission of the Performance Bond. He said that under the Implementing Rules and Regulation (IRR) of RA 9184, the supplier is given ten (10) calendar days from receipt of the Notice of Award (NOA) to submit the Performance Bond. However, based on his experiences, PS is only giving them five (5)</p>
----------------------	--

	<p>calendar days upon receipt of the NOA.</p> <p><b>The Chairperson clarified that the ten (10) days is for both the supplier and PS, to wit: five (5) days for the supplier and five (5) days for PS to prepare other documents such as the Purchase Order and other documents necessary for the implementation of the project since such documents cannot be released without the submission of the Performance Bond by the supplier.</b></p>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on November 29, 2018.
<b>PREPARED BY</b>	<b>MS. ROSEMARIE N. ANDULAN</b> BAC SECRETARIAT
<b>CERTIFIED CORRECT</b>	<b>MR. BOYCIE F. TARCA</b> AD HOC, MEMBER  <b>MR. ARNEL B. CUNANAN</b> PMOIC, Bids and Awards Committee V  <b>MS. TERESITA J. DELA CRUZ</b> Chairperson, Bids and Awards Committee V