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~~No other licenses and permits required.~~

~~For purposes of Post-qualification, the following document(s) are required to be submitted within five (5) calendar days from receipt of notice from the BAC:~~

~~1. 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.~~

~~2. Submission of evidences as proof of compliance with the bidder's actual offer, if applicable.~~

~~3. Income Tax Returns for year 2018 (BIR Form 1701 or 1702).~~

~~4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before the deadline of Opening of Bids.~~

~~The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).~~

~~5. Updated PhilGEPS Certificate of Registration (Platinum Membership), in the event that the PhilGEPS Certificate and the annexes submitted during Opening of Bids is not updated.~~

~~Bidders with overdue deliveries as of the date of opening of bids are not allowed to participate in the bidding for same items.~~

~~N.B. Documents submitted during post-qualification as part of postqualification documents must be certified by the authorized representative to be true copy/ies from the original.~~

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2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before the deadline of Opening of Bids.

The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).

3. 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.

4. Submission of evidences as proof of compliance with the bidder's actual offer, if applicable.

5. Updated PhilGEPS Certificate of Registration (Platinum Membership), in the event that the PhilGEPS Certificate and the annexes submitted during Opening of Bids is not updated.

Bidders with overdue deliveries as of the date of opening of bids are not allowed to participate in the bidding for same items.

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- All necessary changes will be reflected through Bid Bulletin.

**GENERAL CONDITIONS
OF THE CONTRACT**

There were no amendments/revisions made and further instructions from the BAC under this section.

SPECIAL CONDITIONS OF THE CONTRACT

- Mr. De Castro raised his concern regarding the delivery sites that are located in/nearby EDSA. He stated that their delivery trucks are not allowed to pass by EDSA so they will deliver the items using only canter trucks.

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SCHEDULE OF REQUIREMENTS

QUANTITY	ITEM DESCRIPTION
707,598	PAPER, MULTICOPY, 80gsm (-3%), Size: Legal, 216mm x 330mm <u>PAPER, MULTIPURPOSE, 70gsm min., Size: A4, 210mm x 297mm (+2mm in either direction)</u>
INDICATIVE DELIVERY SCHEDULE	QUANTITY
1st within 30 calendar days from receipt of NTP	117,948
2nd within 30 calendar days thereafter	117,930
3rd within 30 calendar days thereafter	117,930
4th within 30 calendar days thereafter	117,930
5th within 30 calendar days thereafter	117,930
6th within 30 calendar days thereafter	117,930
	707,598

TECHNICAL SPECIFICATIONS	There were no amendments/revisions made and further instructions from the BAC under this section.
TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.

II. TIMELINE

POSTING IN PHILGEPS	August 6, 2019
PREBID CONFERENCE	August 13, 2019, 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	August 20, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	August 27, 2019, 10:00 AM

III. OTHER DISCUSSIONS

OTHER MATTERS	No other matters discussed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 13 August 2019.
PREPARED BY	Procurement Division 3: SGD ERICA SANTOS Secretariat
	Bids and Awards Committee III: ON OFFICIAL BUSINESS OMAR BERNAL AdHoc Member ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member SGD SHARON BAILE Provisional Member / PMOIC SGD MARC HORDEJAN Vice-Chairperson

CERTIFIED CORRECT

SGD
ENGR. EDWARD SADDI
Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.