

MINUTES OF MEETING

27 November 2019	10:00 AM	MEETING ROOM 2
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MEETING CALLED BY	Bids and Awards Committee III	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Digital Electro Hygrometer with Humidity for DOH	
REFERENCE NO.	PB No. 19-323-3	
ATTENDEES	<p>Bids and Awards Committee III Engr. Edward R. Saddi Marc Hordejan Fortunato Cortez, Jr. Marlene Galvan</p> <p>Procurement Division 3 Erica Santos Jennefer Gemudiano</p> <p>End-User's Representative Jeric Perey</p> <p>Bidders Melrose Penafloida Rico Dulay Michelle Bernabe</p>	<p>Chairperson Vice-Chairperson Provisional Member/PMOIC Adhoc Member</p> <p>Member Secretariat</p> <p>DOH</p> <p>ACEZ Instruments ACEZ Instruments Mac Tycoon Marketing</p>
CALL TO ORDER	<ul style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:00 AM with the Vice-Chairperson presiding. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance. Having established the required quorum, the Secretariat proceeded with the discussion of the activity. 	

DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.											
BID DATA SHEET	There were no amendments/revisions made and further instructions from the BAC under this section.											
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	There were no amendments/revisions made and further instructions from the BAC under this section.											
SCHEDULE OF REQUIREMENTS	<p>Schedule of Requirements <i>Page 68</i></p> <p>XXX</p> <p style="text-align: center;">Schedule of Requirements</p> <table border="1" data-bbox="423 972 1468 1192"> <thead> <tr> <th data-bbox="423 972 501 1037">Lot No.</th> <th data-bbox="501 972 716 1037">Qty</th> <th data-bbox="716 972 1042 1037">Item/Description</th> <th data-bbox="1042 972 1468 1037">Delivery period</th> </tr> </thead> <tbody> <tr> <td data-bbox="423 1037 501 1192">1</td> <td data-bbox="501 1037 716 1192">2,884 units</td> <td data-bbox="716 1037 1042 1192">Digital Electro Hygrometer with Humidity</td> <td data-bbox="1042 1037 1468 1192">Within Sixty (60) calendar days from the receipt date indicated in the NTP.</td> </tr> </tbody> </table> <p>I hereby commit to deliver the required quality and quantities upon receipt of the Purchase Order Notice to Proceed as indicated above.</p> <hr/> <table border="0" data-bbox="423 1360 1490 1451"> <tr> <td style="text-align: center; width: 33%;">Name of Company</td> <td style="text-align: center; width: 33%;">Signature Over Printed Name of Authorized Representative</td> <td style="text-align: center; width: 33%;">Date</td> </tr> </table> <p>XXX</p>	Lot No.	Qty	Item/Description	Delivery period	1	2,884 units	Digital Electro Hygrometer with Humidity	Within Sixty (60) calendar days from the receipt date indicated in the NTP.	Name of Company	Signature Over Printed Name of Authorized Representative	Date
Lot No.	Qty	Item/Description	Delivery period									
1	2,884 units	Digital Electro Hygrometer with Humidity	Within Sixty (60) calendar days from the receipt date indicated in the NTP.									
Name of Company	Signature Over Printed Name of Authorized Representative	Date										
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.
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II. OTHER DISCUSSIONS

OTHER MATTERS	A Bid Bulletin will be issued as per revision/s on the Schedule of Requirements
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:05 PM
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CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on 27 NOVEMBER 2019 .
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PREPARED BY	Procurement Division 3: SGD MS. JENNEFER GEMUDIANO Secretariat
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CERTIFIED CORRECT	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> SGD MS. MARLENE GALVAN AdHoc Member </td> <td style="text-align: center; width: 50%; vertical-align: top;"> SGD MR. FORTUNATO CORTEZ, JR. Provisional Member/PMO-in-Charge </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member </td> <td style="text-align: center; vertical-align: top;"> SGD MR. MARC HORDEJAN Vice Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> SGD ENGR. EDWARD SADDI Chairperson </td> </tr> </table>	SGD MS. MARLENE GALVAN AdHoc Member	SGD MR. FORTUNATO CORTEZ, JR. Provisional Member/PMO-in-Charge	ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member	SGD MR. MARC HORDEJAN Vice Chairperson	SGD ENGR. EDWARD SADDI Chairperson	
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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.