

MINUTES OF MEETING

Wednesday, May 15, 2019	10:00 AM	AFG DIRECTOR'S ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Scissors for the Procurement Service (PS)
REFERENCE	PB 19-149-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Dickson T. Pantl Vice-Chairperson Mr. Jerome Jerold A. Catapang Provisional Member Mr. Jeffrey M. Bertumen Ad Hoc Member, PS</p> <p>Procurement Division VI: Ms. Rhazel C. Rigoroso Secretariat</p> <p>Prospective Bidder: Ms. Anilyn Villaruz Olten Instruments Phils. Inc. Ms. Evangeline Beredico International Diamond Eth, Inc. Ms. Vynette Pajanillaga L. Victoria Trading</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:05 AM with the Vice Chairperson presiding. 2. The Vice-Chairperson acknowledged the presence of the attendees. 3. The Invitation to Observers was also presented; however, none of them attended. 4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements for government procurement.

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"
BID DATA SHEET	"NO DISCUSSION"
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"
SPECIAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"
SCHEDULE OF REQUIREMENTS	<p>The prospective bidder requested that the delivery lead time for the first tranche be extended since their item will be imported.</p> <p>The Secretariat replied that it is not necessary under the Ordering Agreement since the quantity to be delivered will be closely coordinated with the winning bidder.</p>
TECHNICAL SPECIFICATIONS	<p>The prospective bidder asked on where should the brand is printed.</p> <p>The Provisional Member answered that it is usually printed on its blades.</p>
	<p>The prospective bidder inquired if the testing of the item will be conducted in the Procurement Service.</p> <p>The Provisional Member replied in the affirmative.</p>
	<p>The prospective bidder asked whether both two (2) pairs of scissors will undergo testing procedure.</p> <p>The Committee replied that only one (1) pair of scissors will be used for testing, and the other pair will be submitted to the Inspection Division.</p>

BIDDING FORMS	"NO DISCUSSION"
OTHER MATTERS	The Vice-Chairperson reminded the prospective bidders that the last day of submission of written clarification is on May 17, 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:00 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on May 15, 2019.
PREPARED BY	<p>Bids and Awards Committee VI:</p> <p style="text-align: center;">(SGD) JEROME JEROLD A. CATAPANG Provisional Member</p>
CERTIFIED CORRECT	<p style="text-align: center;">(SGD) JEFFREY M. BERTUMEN Ad Hoc Member, PS</p> <p style="text-align: center;">(SGD) DICKSON T. PANTI Vice-Chairperson</p>