



MINUTES OF MEETING

Tuesday, May 29, 2018	10:30 AM	CONFERENCE ROOM C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of Eraser Felt, Tape Electrical and Tape Dispenser for the Procurement Service
REFERENCE NO.	PB No. 19-170-6
ATTENDEES	Bids and Awards Committee VI Mr. Joseph Conrad D. Dueñas Chairperson Mr. Joshua Felino Julian F. Dulce Provisional Member Mr. Jeffrey M. Bertumen Ad Hoc Member, PS Procurement Division VI Mr. Jerome Jerold A. Catapang Member Prospective Bidders Mr. Jowel O. Fortuna Kingfiles Multiventure, Inc. (WHTC) Ms. Paolo Enrico P. Yalong West Heaven Trading Corp. (Kingfiles)
CALL TO ORDER	The scheduled Opening of Bids started at 10:30 AM with the Chairperson presiding.

DISCUSSION

I. BID DOCUMENTS	
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 AND SUBMISSION OF SAMPLES	<p>Section VI. Schedule of Requirements</p> <p style="text-align: center;">SUBMISSION OF SAMPLES/DEMO UNITS</p> <p>All bidders shall submit the following samples/demo units to the Procurement Division VI (PD VI) on or before the deadline of bid submission for evaluation and testing purposes:</p> <table border="1" data-bbox="433 772 1490 1171"> <thead> <tr> <th data-bbox="433 772 521 863">Lot No.</th> <th data-bbox="521 772 1036 863">ITEM/DESCRIPTION</th> <th data-bbox="1036 772 1490 863">REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="433 863 521 989">1</td> <td data-bbox="521 863 1036 989">Eraser, Felt, for whiteboard/blackboard 12 pieces per box</td> <td data-bbox="1036 863 1490 989">Four (4) pieces</td> </tr> <tr> <td data-bbox="433 989 521 1079">2</td> <td data-bbox="521 989 1036 1079">Tape, Electrical, width: 18mm (min.) 20 rolls per pack</td> <td data-bbox="1036 989 1490 1079">Six (6) rolls</td> </tr> <tr> <td data-bbox="433 1079 521 1171">3</td> <td data-bbox="521 1079 1036 1171">Tape Dispenser, Table Top 1 piece per box</td> <td data-bbox="1036 1079 1490 1171">Two (2) pieces</td> </tr> </tbody> </table> <p>All deliveries shall be subject to Acceptance Test Requirements pursuant to GCC Clause 16 in which case the awardee-supplier shall include additional quantity in every batch of delivery for acceptance and testing purposes.</p> <p>All samples shall be accompanied by its corresponding empty box (one (1) piece). xxx</p> <p>The Chairperson emphasized that for this project the requirement for the submission of sample/demo units, those provided in the Submission of Sample/Demo Units, as shown above, prevails over those required in the Technical Specifications. The submission of a properly labeled empty box was also highlighted.</p>		Lot No.	ITEM/DESCRIPTION	REQUIREMENTS	1	Eraser, Felt, for whiteboard/blackboard 12 pieces per box	Four (4) pieces	2	Tape, Electrical, width: 18mm (min.) 20 rolls per pack	Six (6) rolls	3	Tape Dispenser, Table Top 1 piece per box	Two (2) pieces
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TECHNICAL SPECIFICATIONS	<p>Marking and Labeling Requirements</p> <p>The representative from WHTC asked for the specific items that must be indicated in the label of the product.</p> <p>The Committee answered those enumerated under Article 77 of Republic Act No. 7394 otherwise known as the Consumer Act of the Philippines, where applicable, shall be indicated in the label of</p>													

	<p>packaging, viz:</p> <p>Article 77. Minimum Labeling Requirements for Consumer Products. – All consumer products domestically sold whether manufactured locally or imported shall indicate the following in their respective labels of packaging:</p> <ul style="list-style-type: none"> a) its correct and registered trade name or brand name; b) its duly registered trademark; c) its duly registered business name; d) the address of the manufacturer, importer, repacker of the consumer product in the Philippines; e) its general make or active ingredients; f) the net quality of contents, in terms of weight, measure or numerical count rounded of to at least the nearest tenths in the metric system; g) country of manufacture, if imported; and h) if a consumer product is manufactured, refilled or repacked under license from a principal, the label shall so state the fact. <p>The Chairperson also reminded the prospective bidders that labeling requirements may be printed either on the item itself or on its packaging.</p>
BID FORM	<p>Financial Bid Form</p> <p>The Chairperson mentioned that the BAC will amend the Bid Form through a Supplemental Bid Bulletin to include a Schedule of Prices. The bidder must fill-out the necessary fields in the Schedule of Prices; any omission will amount to the disqualification of the bidder.</p> <p>The representative from WHTC asked if they are required to disclose their mark-up in the Schedule of Prices.</p> <p>The Chairperson answered that the Schedule of Prices is limited country of origin, incidental costs and shipping cost of the items, but he directed the prospective bidders to refer to Schedule of Prices Form that will be issued.</p>
OTHER MATTERS	"NO DISCUSSION"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Opening of Bids conducted on May 29, 2018.

<p>PREPARED BY</p>	<p align="center">(SGD.) JOSHUA FELINO JULIAN F. DULCE <i>Provisional Member (PMO-in-charge)</i></p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee VI:</p> <p align="center">(SGD.) JEFFREY M. BERTUMEN <i>Provisional Member (Ad hoc Representative, PS)</i></p> <p align="center">(SGD.) JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i></p>

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.