

MINUTES OF MEETING

Tuesday, July 23, 2019	11:00 AM	MEETING ROOM I
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Dry Cell Battery Size AA for the Procurement Service (PS)	
REFERENCE NO.	PB No. 19-213-1	
ATTENDEES	<p>Bids and Awards Committee 1 Engr. Rosana D. Yambao Paul Jasper V. De Guzman Rodelio D. Mendez, Jr. Mylene B. Quiambao</p> <p>BAC Support Division Maybelline N. Galang</p> <p>Bidder(s) Mr. Jersson C. Quimno Janette Quintinita Bryan Cruzada Alan Tan</p>	<p>Chairperson Vice-Chairperson Provisional Member Ad Hoc Representative</p> <p>Secretariat</p> <p>Innovalite Inc. G.T.K. Trading G.T.K. Trading EPowerhouse, Inc.</p>
CALL TO ORDER	The scheduled Pre-bid Conference started at 2:00 PM with the Chairperson presiding.	

DISCUSSION

I. BID DOCUMENTS

PRESENTATION	The BAC Secretariat discussed in details the eligibility, technical and financial presentation to the prospective bidders. Prospective bidders were encouraged to raise questions and clarifications.
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INVITATION TO BID	<p>SECTION I NO DISCUSSION</p>
INSTRUCTIONS TO BIDDERS	<p>SECTION II NO DISCUSSION</p>
BID DATA SHEET	<p>SECTION III BDS Clause No. 29.2 Page No. 42</p> <p>XXX</p> <p>3. Income Tax Returns for year 2018 (BIR Form 1701 or 1702);</p> <p>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</p> <p>Innovalite Inc. asked the BAC to allow a submission of ITR for the year 2018 through manual payment and not through Electronic Filing Payment System (EFPS) since the required BIR Forms for Single Proprietorship is unavailable in the BIR EFPS during their electronic filing.</p> <p><i>BAC will allow submission of manual payment of ITR for the year 2018 as long as there is a certification from the BIR that will support its claim.</i></p> <p>XXX</p> <p>4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months prior to Opening of Bids;</p> <p>Chairperson asked regarding the submission of VAT Returns whether to submit both 2550M and 2550Q form for Post-Qualification purposes/requirements.</p> <p><i>The bidders answered that if it is for the last six (6) months, VAT Return must have both (2550M and 2550Q) submitted during post-qualification for the purpose that a bidder really paid for their VAT duties.</i></p>
GENERAL CONDITIONS	<p>SECTION IV NO DISCUSSION</p>

OF THE CONTRACT	
SPECIAL CONDITIONS OF THE CONTRACT	SECTION IV NO DISCUSSION
SCHEDULE OF REQUIREMENTS	SECTION VI NO DISCUSSION
TECHNICAL SPECIFICATIONS	<p>SECTION VII Technical Requirements Page No. 72</p> <ul style="list-style-type: none"> The PMO-in-Charge discussed the Technical Requirements of the project. <p>Epowerhouse Inc. clarified regarding with how the submitted samples should be tested/evaluated.</p> <p>Chairperson reiterated that the bidder has the right to choose which sample item in the blister packs should be tested/evaluated. At least one (1) sample should pass the performance test.</p>
BIDDING FORMS	NO DISCUSSION

III. OTHER DISCUSSIONS

OTHER MATTERS	<p>Epowerhouse Inc. asked if they can submit a Secretary's Certificate of 2018 with general title for any project.</p> <p><i>The Committee took note of the concern and will subject it for further discussion.</i></p>
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on July 23, 2019.

PREPARED BY

(SGD.)
MAYBELLINE N. GALANG
BAC Secetariat

(SGD.)
MR. RODELIO D. MENDEZ JR.
PMO-in-Charge

CERTIFIED CORRECT

(SGD.)
MYLENE B. QUIAMBAO
Ad-Hoc Representative, Bids and Awards Committee 1

(SGD.)
PAUL JASPER V. DE GUZMAN
Vice Chairperson, Bids and Awards Committee 1

(SGD.)
ENGR. ROSANA D. YAMBAO
Chairperson, Bids and Awards Committee 1