



MINUTES OF MEETING

Friday, August 30, 2019	1:30PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII												
TYPE OF MEETING	Prebid Conference												
PROJECT	Supply and Delivery of Cleanser, Scouring Powder for the Procurement Service (PS)												
REFERENCE NO.	PB No 19-264-7												
ATTENDEES	<p>Bids and Awards Committee VII</p> <table border="0"> <tr> <td>Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Rowena R. Inocentes</td> <td>Provisional Member (PMO-in-Charge)</td> </tr> </table> <p>Procurement Division VII</p> <table border="0"> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Secretariat</td> </tr> </table> <p>Bidders:</p> <table border="0"> <tr> <td>Mr. Jaerben Sereno</td> <td>Comark International Corp.</td> </tr> <tr> <td>Mr. Manolito Barroso</td> <td>Comark International Corp.</td> </tr> </table>	Ms. Rosalinda V. Dapito	Chairperson	Mr. Vic Anthony A. Tubon	Vice Chairperson	Ms. Rowena R. Inocentes	Provisional Member (PMO-in-Charge)	Ms. Kaila M. Jaronay	Secretariat	Mr. Jaerben Sereno	Comark International Corp.	Mr. Manolito Barroso	Comark International Corp.
Ms. Rosalinda V. Dapito	Chairperson												
Mr. Vic Anthony A. Tubon	Vice Chairperson												
Ms. Rowena R. Inocentes	Provisional Member (PMO-in-Charge)												
Ms. Kaila M. Jaronay	Secretariat												
Mr. Jaerben Sereno	Comark International Corp.												
Mr. Manolito Barroso	Comark International Corp.												
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 1:45PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees and the required quorum has been established. 3. Invitation to Observers was sent within the prescribed period, but none attended the activity. 4. The Secretariat presented the general requirements for government procurement. 												

DISCUSSIONS

I. BID DOCUMENTS						
INVITATION TO BID	Section I There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.					
INSTRUCTIONS TO BIDDERS	Section II There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.					
BID DATA SHEET	Section III There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.					
GENERAL CONDITIONS OF THE CONTRACT	Section IV There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.					
SPECIAL CONDITIONS OF THE CONTRACT	Section V There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.					
SCHEDULE OF REQUIREMENTS	LOT NO.	ITEM/DESCRIPTION	TOTAL QUANTITY	INDICATIVE SCHEDULE		
	1	CLEANSER, SCOURING POWDER, 350g min./can	237,555 cans	1 st tranche	19,799	cans
				2 nd tranche	19,796	cans
				3 rd tranche	19,796	cans
				4 th tranche	19,796	cans
				5 th tranche	19,796	cans
				6 th tranche	19,796	cans
				7 th tranche	19,796	cans
				8 th tranche	19,796	cans
				9 th tranche	19,796	cans
				10 th tranche	19,796	cans
				11 th tranche	19,796	cans
				12 th tranche	19,796	cans

TECHNICAL SPECIFICATIONS	Section VII There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.
BIDDING FORMS	Section VIII Statement of Ongoing Contracts and Awarded But Not Yet Started Contracts (ANNEX C-1) <ul style="list-style-type: none"> - <i>The BAC emphasized that all ongoing contracts including those awarded but not yet started (government and private contracts) which may be similar or not similar to the project should be stated in this form.</i>
II. OTHER DISCUSSIONS	
OTHER MATTERS	<ol style="list-style-type: none"> 1. The following points were also emphasized: <ul style="list-style-type: none"> • PhilGEPS Certificate <ul style="list-style-type: none"> - It must be valid, current and updated. - The bidder may opt to submit the Annex A eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents. • For the required Competent Evidence of Identity <ul style="list-style-type: none"> - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed. • No. 10th statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof. • Documents such as Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must be specific to the project. • Additional documents of the LCB must be submitted within five (5) calendar days from the receipt of the notice from the BAC. 2. Any amendment shall be reflected in the Bid Bulletin to be issued for the project.

	<p>3. The matrix of schedule of bidding activities was presented and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications will be on August 17, 2019.</p>
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:30PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on Friday, August 30, 2019.
PREPARED BY	<p>Procurement Division VII</p> <p style="text-align: center;">SGD MS. KAILA M. JARONAY Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee VII (BAC VII)</p> <p style="text-align: center;">SGD MS. ROWENA R. INOCENTES Provisional Member (PMOIC)</p> <p style="text-align: center;">SGD MR. VIC ANTHONY A. TUBON Vice Chairperson</p> <p style="text-align: center;">SGD MS. ROSALINDA V. DAPITO Chairperson</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.