

# MINUTES OF MEETING

Wednesday, August 28, 2019	10:00 AM	CONFERENCE ROOM C
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VI (BAC VI)</b>
TYPE OF MEETING	<b>Pre-bid Conference</b>
PROJECT	Supply and Delivery of Tape Dispenser for the Procurement Service (PS)
REFERENCE	<b>PB 19-273-6</b>
ATTENDEES	<p><b>Bids and Awards Committee VI:</b>            Mr. Joseph Conrad D. Dueñas                      Chairperson            Atty. Michelle Anne B. Recto, LL.M.              Regular Member            Mr. Joshua Felino Julian F. Dulce                  Provisional Member            Mr. Jeffrey M. Bertumen                              Ad Hoc Member, PS</p> <p><b>Procurement Division VI:</b>            Mr. Jerome Jerold A. Catapang                      Secretariat</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:20 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> </ol>

## DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	"NO DISCUSSION"
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"
BID DATA SHEET	"NO DISCUSSION"

<b>GENERAL CONDITIONS OF THE CONTRACT</b>	"NO DISCUSSION"
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	"NO DISCUSSION"
<b>SCHEDULE OF REQUIREMENTS</b>	"NO DISCUSSION"
<b>TECHNICAL SPECIFICATIONS</b>	"NO DISCUSSION"
<b>BIDDING FORMS</b>	"NO DISCUSSION"
<b>OTHER MATTERS</b>	Having no bidder attended the pre-bid conference; the timeline of activities will proceed as scheduled.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>10:25 AM.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Pre-bid Conference conducted on <b>August 28, 2019.</b>
<b>PREPARED BY</b>	<b>JEROME JEROLD A. CATAPANG</b> Secretariat
<b>CERTIFIED CORRECT</b>	<p>Bids and Awards Committee VI:</p> <p style="text-align: center;"><b>JOSHUA FELINO JULIAN F. DULCE</b> Provisional Member</p> <p style="text-align: center;"><b>JEFFREY M. BERTUMEN</b> Ad Hoc Member, PS</p> <p style="text-align: center;"><b>ATTY. MICHELLE ANNE B. RECTO, LL.M.</b> Regular Member</p>

**JOSEPH CONRAD D. DUEÑAS**  
Chairperson