



MINUTES OF MEETING

Tuesday, October 29, 2019	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 2	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Data Folder for the Procurement Service	
REFERENCE NO.	Public Bidding No. 19-307-2	
ATTENDEES	Bids and Awards Committee 2: Engr. Manuel S. Avila Mr. Joseph C. De Sales Mr. Jernimel C. Galit	Chairperson Provisional Member Provisional Member
	Prospective Bidders: Mr. Bernie Buenaseda Mr. Carlo Bondoc Mr. Rafa Sunga Ms. Janette Quintinita Ms. Ma. Lita Manalo	Pro Event Trading Pro Event Trading Pro Event Trading G.T.K. Trading Stanley Bradley
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:35 PM with Engr. Avila presiding.	
ESTABLISHMENT OF QUORUM	Engr. Avila, upon the determination of the attendance of the majority of the Bids and Awards Committee, declared quorum to conduct the Pre-Bid Conference.	
INVITATION TO OBSERVERS	Ms. Flores presented the Invitation to Observers in compliance with the requirements of the 2016 Revised IRR of R.A. 9184 .	

DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
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BID DATA SHEET	SECTION III No highlights.				
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV No highlights.				
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V No highlights.				
SCHEDULE OF REQUIREMENTS	SECTION VI No highlights.				
TECHNICAL SPECIFICATIONS	SECTION VII - Engr. Avila reminded the bidders to observe all the requirements for the Minimum Labeling under the Consumer Act of the Philippines.				
TERMS OF REFERENCE	No highlights.				
BIDDING FORMS	Section VIII No highlights.				
II. OTHER DISCUSSIONS					
OTHER MATTERS	None.				
ATTACHMENTS	None.				
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:50 AM				
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on October 29, 2019.				
PREPARED BY	(SGD.) PRINCESS JOY B. FLORES BAC Secretariat				
CERTIFIED CORRECT	<p>Bids and Awards Committee 2:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>(SGD.) JERNIMEL B. GALIT <i>Provisional Member</i></p> <p><i>On Official Business</i></p> <p>ATTY. MICHELLE ANNE B. RECTO <i>Regular Member</i></p> </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <p>(SGD.) JOSEPH C. DE SALES <i>Provisional Member</i></p> <p><i>On Leave</i></p> <p>ARNOLD F. BONDOC <i>Vice Chairperson</i></p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>(SGD.) ENGR. MANUEL S. AVILA <i>Chairperson</i></p> </td> </tr> </table>	<p>(SGD.) JERNIMEL B. GALIT <i>Provisional Member</i></p> <p><i>On Official Business</i></p> <p>ATTY. MICHELLE ANNE B. RECTO <i>Regular Member</i></p>	<p>(SGD.) JOSEPH C. DE SALES <i>Provisional Member</i></p> <p><i>On Leave</i></p> <p>ARNOLD F. BONDOC <i>Vice Chairperson</i></p>	<p>(SGD.) ENGR. MANUEL S. AVILA <i>Chairperson</i></p>	
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