

MINUTES OF MEETING

November 22, 2019	10:00 AM	Conference Room A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Various Reagents for the National Bureau of Investigation
REFERENCE NO.	PB No. 19-322-5
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Rosemarie N. Andulan Provisional Member</p> <p>Procurement Division V Ms. Jessica G. Gapuz Member Mr. Abelardo P. Gonzalez Member Mr. Arnel B. Cunanan Member Engr. Nicole John D. Cabueños Member Engr. Yuji C. Hoshina Member Mr. Jules Amiel D. Angeles Member</p> <p>End-User’s Representatives Ms. Demelen Dela Cruz NBI Mr. Joseph I. David NBI</p> <p>Prospective Bidder Ms. Sarah Jane M. Balana MEDTEST INC.</p>
CALL TO ORDER	<p>1. The scheduled Pre-bid Conference started at 10:13 AM with the Chairperson presiding. He then instructed Engr. Hoshina to acknowledge the presence of the attendees.</p> <p>2. Engr. Hoshina, likewise, presented the Invitation to Observers however</p>

	<p>none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</p>
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DISCUSSION

BID DOCUMENTS

INVITATION TO BID	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	NO QUESTIONS FROM PROSPECTIVE BIDDERS
SPECIAL CONDITIONS OF THE CONTRACT	NO QUESTIONS FROM PROSPECTIVE BIDDERS
SCHEDULE OF REQUIREMENTS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
TECHNICAL SPECIFICATIONS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID FORMS	The PMOIC informed the prospective bidder of the requirement of Schedule of Prices which must be attached in the Bid Form. She added that the Bid Form and its attachment must be signed in each and every page; failure to do so can cause for the rejection of their bid.

OTHER MATTERS	<p>The Chairperson reminded the prospective bidder to be consistent with the Tax Clearance when it comes to the address and contact numbers to be incorporated in the Omnibus Sworn Statement.</p> <p>xxx</p> <p>Ms. Balana of MEDTEST INC. sought to clarify with the Committee if the Authority of Signatory is still necessary for a corporation to submit.</p> <p>The Chairperson explained that as corporation they are required to submit a duly notarized Secretary Certificate. As for notarizing the document, he informed Ms. Balana that a community tax certificate or</p>
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	<p>cedula is not considered as competent proof of identity.</p> <p>XXX</p> <p>Engr. Hoshina advised the prospective bidder to avoid being late on the day of the submission of bids. He emphasized that being late even for a second is a ground for disqualification of their bid.</p> <p>XXX</p> <p>Ms. Balana inquired for the number of copies to be submitted during the Opening of Bid.</p> <p>The Chairperson explained that during the Opening of Bid the bidder is required to submit one (1) original copy of the technical component and one (1) copy of the same. Same goes with the financial component containing the Bid Form and its corresponding attachment, the Schedule of Prices, which will create two (2) more copies. All in all, the Bids and Awards Committee (BAC) must receive four (4) sets of envelope.</p> <p>XXX</p> <p>The Chairperson likewise warned the prospective bidder to be careful when dropping their bid proposal. He stated that each box is labeled according to the BAC that handles the bidding project. Since the current bidding is under BAC V, their bid proposal must be dropped in box number five (5).</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:03 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on November 22, 2019.
PREPARED BY	<p style="text-align: center;">(SGD.) MS. ROSEMARIE N. ANDULAN Provisional Member, Bids and Awards Committee V</p>

CERTIFIED CORRECT

(SGD.)

MR. JACK G. MERCADO

Vice Chairperson, Bids and Awards Committee V

(SGD.)

MR. WEBSTER M. LAUREÑANA

Chairperson, Bids and Awards Committee V