



Republic of the Philippines
Department of Budget and Management
Procurement Service
Bids and Awards Committee



MINUTES OF MEETING

Monday, January 6, 2020		1:30 PM	CONFERENCE ROOM C
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.	PUBLIC BIDDING NO. 19-335-7		
ATTENDEES	Bids and Awards Committee VII Mr. Vic Anthony A. Tubon Vice-Chairperson Ms. Rowena R. Inocentes Provisional Member, PMO-In-Charge Ms. Consolacion S. Cinco AdHoc Member Procurement Division VII Mr. Ulysses E. Mora TWG Ms. Ma. Jennifer R. Jimenez Secretariat		
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Prebid Conference started at 1:40 PM with the Vice-Chairperson presiding.2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC, the required quorum has been established.3. The Secretariat stated BAC'S compliance with regard to the Invitation of Observers.4. No bidder attended the scheduled Pre-bid Conference.		

DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>SECTION I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>SECTION II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID DATA SHEET	<p>SECTION III</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>SECTION IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
SCHEDULE OF REQUIREMENT	<p>SECTION VI</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
TECHNICAL SPECIFICATIONS	<p>SECTION VII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
BID FORMS	<p>SECTION VIII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
III. OTHER MATTERS	
OTHER MATTERS	<ul style="list-style-type: none"> ➤ The Vice-Chairperson instructed the PMO-In-Charge to check through PhilGEPS those bidders who requested for the documents on the DRL and to contact possible bidders to inform them to join the bidding and submit proposal on the scheduled date of submission and opening of bids.

	<p>➤ The Vice Chairperson told the body to proceed with the Opening of Bids as scheduled.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:05 PM.
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on January 6, 2020.
PREPARED BY	<p style="text-align: center;">SGD MA. JENNIFER R. JIMENEZ Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee VII</p> <p style="text-align: center;">SGD ROWENA R. INOCENTES Provisional Member/PMO-In-Charge</p> <p style="text-align: center;">SGD CONSOLACION S. CINCO Ad Hoc Member</p> <p style="text-align: center;">SGD VIC ANTHONY A. TUBON Vice-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.