

MINUTES OF MEETING

Wednesday, December 16, 2020	10:00 AM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I
TYPE OF MEETING	Prebid Conference
PROJECT	<i>Supply and Delivery of Folder with Tab, Legal for the Procurement Service</i>
REFERENCE NO.	PB 20-060-1
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <p>Engr. Nicole John D. Cabueños Ms. Ana Zosith Cañares Ms. Rina Maureen M. Maurera</p> <p>Vice-Chairperson Ad-Hoc Representative Provisional Member</p> <p>SECRETARIAT Ms. Maybelline N. Galang</p> <p>Secretariat-in-Charge</p> <p>TECHNICAL WORKING GROUP Mr. Vic Anthony Tubon*</p> <p>PS</p> <p>Prospective Bidder(s): Mr. Joseph Tan Mr. Paul De Castro Mr. Juleson Chiu Mr. Rex Derramas</p> <p>NAPPCO Advance Paper Lamco Paper Triplex</p> <p>*present thru Google Meet</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:35 AM with the Vice-Chairperson presiding. 2. The Vice-Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the Secretariat proceeded with the

presentation of the project.

DISCUSSION

I. BID DOCUMENTS

<p>INSTRUCTIONS TO BIDDERS</p>	<p>Section II Clause 14.2 Page 16</p> <p>XXX</p> <p>14.1. The Bid and bid security shall be valid until 29 April, 2021 (120 calendar days from the opening of bids). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>XXX</p> <p>Representative from Advance Paper inquired that in case the Project will be extended for some reason, who will advise them for the extension of the validity of the Bid Securing Declaration.</p> <p><i>The Vice-Chairperson explained that the BAC through its BAC-Secretariat will notify them through a letter of the extension of validity of their submitted Bid Securing Declaration.</i></p>								
<p>BID DATA SHEET</p>	<p>NO DISCUSSION</p>								
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>								
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>								
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Submission of Samples/Demo Units Page 34</p> <p>XXX</p> <table border="1" data-bbox="428 1640 1471 1743"> <thead> <tr> <th data-bbox="428 1640 529 1743">LOT NO.</th> <th data-bbox="529 1640 945 1743">ITEM/DESCRIPTION</th> <th data-bbox="945 1640 1219 1743">REQUIREMENTS</th> <th data-bbox="1219 1640 1471 1743">TESTING CENTER</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	LOT NO.	ITEM/DESCRIPTION	REQUIREMENTS	TESTING CENTER				
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	<p>1</p> <p>Folder with tab, Legal 100 pcs/pack</p> <p>Conforms with Section VII. Technical Specifications required under the bidding documents</p>	<p>One (1) pack</p>	<p>In-house Testing and <u>Forest Product Research & Development Institute (FPRDI)</u></p>
	<p>In order to reduce the testing period by half, suppliers are required to pay the double the <u>standard testing fees.</u></p> <p>XXX</p> <p>Representative from Lamco Paper requested to pay only the regular fee for the testing fees.</p> <p><i>The Vice-Chairperson took note of the request. Amendments and clarifications will be reflected in the bid bulletin to be issued for the project.</i></p>		
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 36</p> <p>XXX</p>		
	<p>AGENCY SPECIFICATIONS</p>		<p>BIDDER'S STATEMENT OF</p>
	<p>Folder with Tab, Legal</p> <p>Conforms to the attached Technical Specifications</p> <p>PS STANDARD NO. PP 014:2014</p>		<p>Brand:</p>

	<p>UNSPSC Code No. 44122011-FO-T02</p> <p>Dated: 12 January 2017</p> <p>*For Packaging and Marking/Labeling Requirements based from TSRC Resolution No. 19-005 dated November 20, 2019. Please see attached Annexes <u>and in reference to Consumer Act RA No. 7394, Article 77 and Article 119.</u></p>	
<p>TECHNICAL SPECIFICATIONS</p>	<p>XXX</p> <p>The representative from Triplex Enterprises requested from the committee to include the instruction in filling out the Technical Specifications Form.</p> <p><i>The Vice-Chairperson took note of the concern. Amendments and clarifications will be reflected in the bid bulletin to be issued for the project.</i></p> <p>Page 37</p> <p>The representative from Advance Paper requested to reduce the grammage from 308 g/m² to 250 g/m².</p> <p><i>The Committee took note of the request and clarification subject for discussion with the Technical Specification Review Committee (TSRC). Clarifications will be reflected upon the issuance of the Supplemental Bid Bulletin.</i></p> <p>Additional Requirement on Packaging and Marking/Labeling Based on TSRC Resolution No. TSRC 19-005</p> <p>Page 39</p> <p>The representative from Advance Paper inquired if the samples to be submitted shall include the intructions stated in the Marking and Labeling Requirements.</p> <p><i>The Vice-Chairperson clarified that the Logo/ Sticker that PS will provide shall apply to responsive bidders only, other Marking and Labeling Requirements will apply to all . The TWG Representative also informed the prospective bidders to submit their samples together with their Bid Proposal before the deadline of the Bid Submission.</i></p>	

	The Representative from NAPPCO asked the placement of the Logo in the packaging of the items.
BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12: 00 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, December 16, 2020.
PREPARED BY	BAC Secretariat: SGD. MS. MAYBELLINE N. GALANG Secretariat
CERTIFIED CORRECT	Bids and Awards Committee I: SGD. MS. RINA MAUREEN M. MAURERA Provisional Member SGD. MS. ANA ZOSITH A. CAÑARES Ad-Hoc Representative NOT PRESENT ATTY. EARVIN JAY I. ALPARAQUE Regular Member

SGD.
ENGR. NICOLE JOHN D. CABUEÑOS
Vice Chairperson

NOT PRESENT
MR. DICKSON T. PANTI
Chairperson