



MINUTES OF MEETING

Friday, December 11, 2020	10:00 AM	GOOGLE MEET CONFERENCE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE II												
TYPE OF MEETING	Pre-Procurement Conference												
PROJECT	Supply and Delivery of Various Office Supplies for the Procurement Service												
REFERENCE NO.	PB No 20-064-2												
ATTENDEES	<p>Bids and Awards Committee II (BAC II)</p> <table><tr><td>Mr. Paul Jasper De Guzman</td><td>Chairperson</td></tr><tr><td>Ms. Sharon Baile</td><td>Vice-Chairperson</td></tr><tr><td>Ms. Jessica Gapuz</td><td>Provisional Member</td></tr><tr><td>Ms. Jennelyn Sabarez</td><td>Ad hoc Member</td></tr></table> <p>Technical Working Group (TWG)</p> <table><tr><td>Mr. Jonas Bacho</td><td>TWG</td></tr></table> <p>Secretariat</p> <table><tr><td>Mr. Vincent Joseph D. Disu</td><td>Secretariat-In-Charge</td></tr></table>	Mr. Paul Jasper De Guzman	Chairperson	Ms. Sharon Baile	Vice-Chairperson	Ms. Jessica Gapuz	Provisional Member	Ms. Jennelyn Sabarez	Ad hoc Member	Mr. Jonas Bacho	TWG	Mr. Vincent Joseph D. Disu	Secretariat-In-Charge
Mr. Paul Jasper De Guzman	Chairperson												
Ms. Sharon Baile	Vice-Chairperson												
Ms. Jessica Gapuz	Provisional Member												
Ms. Jennelyn Sabarez	Ad hoc Member												
Mr. Jonas Bacho	TWG												
Mr. Vincent Joseph D. Disu	Secretariat-In-Charge												
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-Procurement Conference started at 10:10 AM with the Vice-Chairperson presiding.2. The Secretariat acknowledged the presence of the attendees and stated that, with the presence of four (4) regular members of the BAC II, the required quorum has been established.3. Having established the required quorum, the Provisional Member proceeded with the presentation of the project.												

DISCUSSIONS

I. DOCUMENTATIONS				
CHECKLIST OF DOCUMENTS		Document	Compliance	Remark/s
	1	Annual Procurement Plan	✓	
	2	Supplemental APP/ Certificate of Funds Available	✓	
	3	Framework Agreement List	✓	
	4	Market Survey/Price Analysis	✓	Complying
	5	Finalized Bidding Documents	✓	
	6	Other Documents: Approved Quantities for Bidding of CSE and Moderate Moving Items	✓	
II. BID DOCUMENTS				
INVITATION TO BID	<p>Section I Page No. 9</p> <p>xxx</p> <p>SUPPLY AND DELIVERY OF TAPE, TRANSPARENT, 48mm VARIOUS OFFICE SUPPLIES FOR THE PROCUREMENT SERVICE</p> <p>xxx</p>			
INSTRUCTIONS TO BIDDERS	<p>Section II ITB Section 19.4 Page No. 20</p> <p>xxx</p> <p>The Project shall be awarded as follows: One Project having several items that shall be awarded as separate contracts per lot. <u>One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.</u></p> <p>xxx</p> <ul style="list-style-type: none"> The Vice-Chairperson instructed the PMO-In-Charge (Provisional Member) to use option two (2) of ITB Section 19.4 of the 6th edition of PBD. 			

<p>BID DATA SHEET</p>	<p>Section III</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>										
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>Section IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>										
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Section V</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>										
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Section VI Page No. 36 Lot 1</p> <p>XXX</p> <table border="1" data-bbox="475 1066 1507 1812"> <thead> <tr> <th data-bbox="475 1066 605 1150">LOT NO.</th> <th data-bbox="605 1066 813 1150">ITEM DESCRIPTION</th> <th data-bbox="813 1066 980 1150">TOTAL QUANTITY</th> <th data-bbox="980 1066 1507 1150">DELIVERY PERIOD</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1150 605 1812">1</td> <td data-bbox="605 1150 813 1812">Puncher, paper, heavy duty</td> <td data-bbox="813 1150 980 1812">14,820 pieces</td> <td data-bbox="980 1150 1507 1812"> 1st tranche: 7,680 pieces - 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces /week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off 2nd tranche: 7,140 pieces - 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off </td> </tr> </tbody> </table>			LOT NO.	ITEM DESCRIPTION	TOTAL QUANTITY	DELIVERY PERIOD	1	Puncher, paper, heavy duty	14,820 pieces	1 st tranche: 7,680 pieces - 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces /week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off; 1,920 pieces/week within seven (7) calendar days upon receipt of the call-off 2 nd tranche: 7,140 pieces - 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off 1,785 pieces/week within seven (7) calendar days upon receipt of the call-off
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Page No. 37
Lot 2

xxx

LOT NO.	ITEM DESCRIPTION	TOTAL QUANTITY	DELIVERY PERIOD
2	Staple Wire, standard	103,980 boxes	1 st tranche: 54,000 boxes 13,500 boxes/week within seven (7) calendar days upon receipt of the call-off; 13,500 boxes/week within seven (7) calendar days upon receipt of the call-off; 13,500 boxes/week within seven (7) calendar days upon receipt of the call-off; 13,500 boxes/week within seven (7) calendar days upon receipt of the call-off; 13,500 boxes/week within seven (7) calendar days upon receipt of the call-off 2 nd tranche: 49,980 boxes - 12,495 boxes/week within seven (7) calendar days upon receipt of the call-off; 12,495 boxes/week within seven (7) calendar days upon receipt of the call-off 12,495 boxes/week within seven (7) calendar days upon receipt of the call-off - 12,495 boxes/week within seven (7) calendar days upon receipt of the call-off

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Page No. 38
Lot 3

xxx

LOT NO.	ITEM DESCRIPTION	TOTAL QUANTITY	DELIVERY PERIOD
3	Stapler, standard type	35,880 pieces	1 st tranche: 17,940 11,960 pieces 4,485 pieces/week within seven (7) calendar days upon receipt of the call-off; 4,485 pieces/week within seven (7) calendar days upon receipt of the call-off; 4,485 pieces/week within seven (7) calendar days upon receipt of the call-off; 4,485 pieces/week within seven (7) calendar days upon receipt of the call-off

			<p>2nd tranche: 17,940 11,960 pieces</p> <ul style="list-style-type: none"> - 4,485 pieces/week within seven (7) calendar days upon receipt of the call-off; 4,485 pieces/week within seven (7) calendar days upon receipt of the call off 4,485 pieces/week within seven (7) calendar days upon receipt of the call off 4,485 pieces/week within seven (7) calendar days upon receipt of the call off <p><u>3rd tranche: 11,960 pieces</u></p> <ul style="list-style-type: none"> - <u>within seven (7) calendar days upon receipt of the call-off</u>
<p>xxx</p> <ul style="list-style-type: none"> • The Vice-Chairperson emphasized to maximize the delivery in just one batch for Lots 1 and 2 within the capacity of warehouse to avoid being out of stock. • The Vice-Chairperson also suggested to streamline the process by avoiding multiple deliveries or adjustments. <p>Submission of Samples Page 40</p> <ul style="list-style-type: none"> • The Committee suggested to include the submission of papers (A4, 70gsm for Lot 1 and newsprint for Lot 2) upon receipt of Notice of Lowest Calculated Bid for purpose of testing during the Post-Qualification Stage. • The Ad Hoc Member will be in charge for the composition of additional requirements related to the inclusion of the submission of papers. 			

TECHNICAL SPECIFICATIONS

Section VII

Page 42
Lot 1

XXX

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>Puncher, paper, heavy duty</p> <p>Conforms to the attached Technical Specifications PS STANDARD NO. OS 013:2016 UNSPSC Code No. 44101602-PU-P01 Dated: 25 November 2016</p> <p>*For Packaging and Marking/Labeling Requirements based from TSRC Resolution No. 19-005 dated November 20, 2019. Please see attached Annexes and in reference to <u>Consumer Act RA 7394 Article 77 and 119</u></p>	<p>Brand:</p>

XXX

Page 43
Lot 2





XXX

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<p>Staple Wire, standard</p> <p>Conforms to the attached Technical Specifications PS STANDARD NO. OS 015:2016 UNSPSC Code No. 31151804-SW-S01 Dated: 25 November 2016</p> <p>*For Packaging and Marking/Labeling Requirements based from TSRC Resolution No. 19-005 dated November 20, 2019. Please see attached Annexes and in reference to <u>Consumer Act RA 7394 Article 77 and 119</u></p>	<p>Brand:</p>

XXX

Page 44
Lot 3

	XXX				
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	<p>XXX</p> <ul style="list-style-type: none"> The Committee agreed to add the reference for compliance to Consumer Act. 				
BIDDING FORMS	<p>Section VIII</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>				
II. TENTATIVE TIMELINE					
POSTING IN PHILGEPS	December 15, 2020				
PREBID CONFERENCE	December 22, 2020				
LAST DAY OF ISSUANCE OF BID BULLETIN	December 29, 2020				
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	January 05, 2021 @ 10:00 AM, Opening of Bids immediately after the deadline of submission of bids				
III. OTHER DISCUSSIONS					
OTHER MATTERS	<ul style="list-style-type: none"> The Vice-Chairperson instructed the Secretariat to monitor the submission of Letter of Clarifications through email. 				

ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11: 55 AM
CERTIFICATION	We certify that the foregoing is true account of Pre-Procurement Conference conducted on Friday, December 11, 2020
PREPARED BY	<p>BAC Secretariat</p> <p style="text-align: center;">  MR. VINCENT JOSEPH D. DISU Secretariat </p>
CHECKED BY	<p>Procurement Division VI</p> <p style="text-align: center;">  ENGR. CHAMEL FIJI MELO Deputy Chief </p>
CERTIFIED CORRECT	<p>Bids and Awards Committee II</p> <p style="text-align: center;">  MS. JENNELYN SABAREZ Ad Hoc Member </p> <p style="text-align: center;">  MS. JESSICA G. GAPUZ Provisional Member </p> <p style="text-align: center;"> <i>(NOT PRESENT)</i> ATTY. CARLA B. ESPINO Regular Member </p>

SIGNATURE REDACTED

MS. SHARON BAILE

Vice - Chairperson

SIGNATURE REDACTED

MR. PAUL JASPER DE GUZMAN

Chairperson

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.