

MINUTES OF MEETING

Tuesday, 3 February 2021	10:00 AM	Conference A
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MEETING CALLED BY	Bids and Awards Committee I																																			
TYPE OF MEETING	Pre-Bid Conference																																			
PROJECT	PB No. 21-002-1: Supply and Delivery of Various Paper Products for the Procurement Service																																			
ATTENDEES	<p>Bids and Awards Committee I</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Dickson T. Pantí</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Vice Chairperson</td> </tr> <tr> <td>James F. Gabilo</td> <td>Provisional Member</td> </tr> <tr> <td>Ana Zosith A. Cañares</td> <td>Ad Hoc Representative(via Google Meet)</td> </tr> </table> <p>BAC Secretariat</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Erica Santos</td> <td style="width: 40%;">Secretariat</td> </tr> <tr> <td>Ma. Angelica Hui</td> <td>Secretariat</td> </tr> </table> <p>Technical Working Group</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Edward R. Saddi</td> <td style="width: 40%;"></td> </tr> <tr> <td>Jules Amiel Angeles</td> <td></td> </tr> </table> <p>Bidder(s)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Maribel Dacay</td> <td style="width: 40%;">Eco-Higiene Inst.</td> </tr> <tr> <td>Pia Aguila</td> <td>Eco-Higiene Inst.</td> </tr> <tr> <td>Joan Lim</td> <td>Veco Paper Corp.</td> </tr> <tr> <td>Mariane Morelos</td> <td>AFPI</td> </tr> <tr> <td>Jesica Atilano</td> <td>AFPI</td> </tr> <tr> <td>Rex Derramas</td> <td>Triplex Ent.</td> </tr> </table> <p>Via Google Meet</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Nizle Lim</td> <td style="width: 40%;">Veco Paper Corp.</td> </tr> <tr> <td>Marites De Guzman</td> <td></td> </tr> <tr> <td>Shiela Gale</td> <td>Bloom Books Inc. Company</td> </tr> </table>		Dickson T. Pantí	Chairperson	Engr. Nicole John D. Cabueños	Vice Chairperson	James F. Gabilo	Provisional Member	Ana Zosith A. Cañares	Ad Hoc Representative(via Google Meet)	Erica Santos	Secretariat	Ma. Angelica Hui	Secretariat	Engr. Edward R. Saddi		Jules Amiel Angeles		Maribel Dacay	Eco-Higiene Inst.	Pia Aguila	Eco-Higiene Inst.	Joan Lim	Veco Paper Corp.	Mariane Morelos	AFPI	Jesica Atilano	AFPI	Rex Derramas	Triplex Ent.	Nizle Lim	Veco Paper Corp.	Marites De Guzman		Shiela Gale	Bloom Books Inc. Company
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CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:30 AM and was presided by the Chairperson.
COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.

DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	No further clarification.										
INSTRUCTION TO BIDDERS	No further clarification.										
BID DATA SHEET	<p>Bid Data Sheet ITB Clause 20.2 No. 6</p> <p>The TWG recommended to remove "For Lot 2-3: Certification from the manufacturer that the raw materials used for the product is made of a least 50% recycled fibre" and retain " the paper used is at least Elementary Chlorine Free (ECF)</p>										
GENERAL CONDITIONS OF THE CONTRACT	No further clarification.										
SPECIAL CONDITIONS OF THE CONTRACT	<p>GCC Clause 4</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Qty</th> <th>Item/Description</th> <th>Additional quantity for every batch of delivery for acceptance test</th> <th>TESTING CENTER</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Lot No.	Qty	Item/Description	Additional quantity for every batch of delivery for acceptance test	TESTING CENTER					
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1	561,132 packs	TOILET TISSUE PAPER, 2 PLY, (100% recycled)	One (1) pack – Toilet Tissue Paper and One (1) piece – carton box used for packaging with marking and labeling requirements	In-house Testing & Forest Product Research & Development Institute (FPRDI) Test
2	298,274 books	RECORD BOOK, 300 Pages	One (1) bundle	In-house Testing
3	233,443 books	RECORD BOOK, 500 Pages	One (1) bundle	In-house Testing

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The TWG asked for clarification on how many samples will be given to Inspection Division during the Acceptance Test on Lot 1 to 3

SCHEDULE OF REQUIREMENTS

Section VI. Schedule of Requirements

Representative from Triplex Enterprises suggested to combine the quantity for each tranche and have it delivered within 30-45 calendar days instead

It was noted by the Committee. Amendments and other clarifications on said project shall reflect in the Supplemental Bid Bulletin to be issued.

TECHNICAL SPECIFICATIONS

Lot 3 Record Book 500 pages

Prospective Bidders suggested to consider packaging for Record Book, 500 pages from Ten (10) books per bundle to Five (5) books per bundle (2 bundles per box)

The Committee took note of the concern

III. OTHER MATTERS	
OTHER MATTERS	The BAC Secretariat reminded the bidders to be diligent in accomplishing the document that need to be submitted, specially the competent evidence of identity.
	We certify that the foregoing is the true account of the Prebid Conference conducted on February 3, 2021.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:34 AM.
PREPARED BY	<p>BAC SECRETARIAT:</p> <p>SGD MA. ANGELICA M. HUI Secretariat</p>
REVIEWED BY	<p>SGD WEBSTER M. LAUREÑANA OIC-Procurement Division V</p>
CERTIFIED CORRECT	<p>SGD DICKSON T. PANTI Chairperson</p> <p>SGD ENGR. NICOLE JOHN D. CABUEÑOS Vice-Chairperson</p> <p>On Official Business ATTY. EARVIN JAY I. ALPARAQUE Provisional Member</p>

SGD
JAMES F. GABILO
Provisional Member

SGD
ANA ZOSITH A. CAÑARES
AdHoc Representative