



MINUTES OF MEETING

Monday, February 22, 2021	Time: 1:30 PM	Venue: Conference Room C
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MEETING CALLED BY	Bids and Awards Committee I																												
TYPE OF MEETING	Pre-Bid Conference																												
PROJECT	Supply and Delivery of Envelope, Mailing for the Procurement Service (PS)																												
REFERENCE NO.	PB 21-018-1																												
ATTENDEES	<p>Bids and Awards Committee I (BAC I)</p> <table> <tr> <td>Engr. Nicole John Cabueños</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Earvin Jay Alparaque</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Rina Maureen Maurera</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Ana Zosith Cañares</td> <td>Ad Hoc Member, PS</td> </tr> </table> <p>Technical Working Group (TWG)</p> <table> <tr> <td>Mr. Jerome Jerold Catapang</td> <td>TWG, Member</td> </tr> <tr> <td>Mr. Joseph De Sales</td> <td>TWG, Member</td> </tr> <tr> <td>Mr. Karlou Borja</td> <td>TWG, Member</td> </tr> <tr> <td>Mr. Patrick Dave Magpantay</td> <td>TWG, Member</td> </tr> </table> <p>Secretariat</p> <table> <tr> <td>Ms. Maybelline N. Galang</td> <td>Member</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Ms. Shiela Gale</td> <td>Bloom Books Inc.</td> </tr> <tr> <td>Ms. Nizelle Lim</td> <td>VECO Paper</td> </tr> <tr> <td>Ms. Emelda Aldea</td> <td>Consolidated Paper</td> </tr> <tr> <td>Mr. Joseph Tan</td> <td>NAPPCO</td> </tr> <tr> <td>Ms. Virgie Palm</td> <td>Centurian</td> </tr> </table>	Engr. Nicole John Cabueños	Vice-Chairperson	Atty. Earvin Jay Alparaque	Regular Member	Ms. Rina Maureen Maurera	Provisional Member	Ms. Ana Zosith Cañares	Ad Hoc Member, PS	Mr. Jerome Jerold Catapang	TWG, Member	Mr. Joseph De Sales	TWG, Member	Mr. Karlou Borja	TWG, Member	Mr. Patrick Dave Magpantay	TWG, Member	Ms. Maybelline N. Galang	Member	Ms. Shiela Gale	Bloom Books Inc.	Ms. Nizelle Lim	VECO Paper	Ms. Emelda Aldea	Consolidated Paper	Mr. Joseph Tan	NAPPCO	Ms. Virgie Palm	Centurian
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PREBID CONFERENCE
 PB21-018-1
 Project Title : Supply and Delivery of
 Envelope, Mailing for the Procurement
 Service

[Handwritten signatures and initials]

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:45 PM with the Vice-Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC I, the required quorum has been established.
COMPLIANCE TO R.A. 9184	<p>After having established the required quorum to conduct the pre-bid conference, Secretariat-in-Charge presented the invitation to observers.</p> <ul style="list-style-type: none"> ➤ <i>Notices to the Observers have been sent within the prescribed period, however, the absence of the observers will not sever the activity.</i>

DISCUSSIONS

I. HIGHLIGHTS	
DOCUMENTATIONS	<p>The Secretariat discussed the general requirements for government procurement of goods. The following topics were tackled: the purpose of the conference, who can participate, proofs of bidder's eligibility, suggested forms, sequencing of documents, marking and packaging suggestions, timelines and the Secretariat contact details, among others.</p>
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>
INSTRUCTION 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 BDS Clause 20.2 Page No. 22</p>

	<p>XXX</p> <p>7. Valid Test Result within two (2) months prior to the opening of bids issued by the government laboratory testing center or government accredited private laboratory testing center.</p> <ul style="list-style-type: none"> • A prospective bidder asked on what are the parameters that needs to appear in the test report. <ul style="list-style-type: none"> • The Committee answered that the basis weight, brightness, and dirt count of the item should appear on the test report to be submitted. • A prospective inquired the purpose of a valid test result. <ul style="list-style-type: none"> • The Committee answered that it is to expedite the post-qualification process and reduce the burden of the bidders for its testing.
<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</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII Page No. 39</p> <p>Additional Requirement on Packaging and Marking/Labeling based on TSRC Resolution No. 19-005.</p> <p>XXX</p> <ul style="list-style-type: none"> • The prospective bidders seek clarification on the placement of the PS logo/label as required on the packaging.

➤ The Committee explained that it will be the manufacturer's standard as long as it will not cover the important information in the box.

- The prospective bidders asked on where the PS logo/label may be requested.
 - The Committee informed the bidders that it may be requested to the Secretariat and TWG upon purchase of the bidding documents.

SECTION VIII

Statement of Completed Similar Contracts

Page No. 50

- The Secretariat reminded the prospective bidders to fill out all the necessary details including the signature of the authorized representative and date of completion.

List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
Page No. 51

- The Secretariat reminded the prospective bidders of the mandatory submission of the form even if there is nothing to declare. The said form shall be signed by an authorized representative.

Omnibus Sworn Statement

Page No. 47-49

- It was emphasized that notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 11th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

All Other Forms

- The Secretariat emphasized that the prescribed bidding forms provided in the bidding documents shall be used by the prospective bidders for their submissions.

BIDDING FORMS


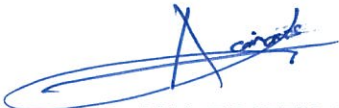
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	<p>Competent Evidence of Identity</p> <ul style="list-style-type: none"> Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidence. Community Tax Certificate (CTC) is not allowed.
II. OTHER MATTERS	
OTHER MATTERS	<ul style="list-style-type: none"> The Committee reminded the prospective bidders that requests for clarification/s on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the Secretariat on the schedule provided. The Secretariat presented the matrix of schedule of bidding activities. The BAC I will issue a bid bulletin to the changes or modification and clarification to be made with regards to the Bidding Documents which will be posted in the Procurement Service website and at any conspicuous place within the premises of the Procuring Entity. All other pertinent portions of the Pre-Bid Conference were presented and no other clarifications were raised.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:36 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on February 22, 2021.
PREPARED BY	<p>BAC Secretariat</p> <p style="text-align: center;"> MR. VINCENT JOSEPH D. DISU Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee I (BAC I)</p> <p style="text-align: center;"> MS. ANA ZOSITH CAÑARES Ad Hoc Member, PS</p>



MS. RINA MAUREEN MAURERA
Provisional Member



ATTY. EARVIN JAY ALPARAQUE
Regular Member



ENGR. NICOLE JOHN CABUEÑOS
Vice – Chairperson

-not present-
MR. DICKSON PANTI
Chairperson

