

**MINUTES OF THE PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY
OF OFFICE SUPPLIES HELD AT DIVISION BAC OFFICE ON MARCH 19, 2019**

Present were:

FE L. SEPAYA	BAC Chairperson
ROSMIE P. SALADA	BAC Member
HERMIE M. JARRA	BAC Member
RONALD JIM S. SOMERA	BAC Member
GENELYN M. WANAN	BAC TWG Member
MARK LLOYD S. MASONGSONG	BAC TWG Member
MARY JANE C. SUNGA	BAC Secretariat Member
KIER ALELI C. PANTALIANO	BAC Secretariat Member
MADONA B. TORRE	BAC Secretariat Member
IRA KEVIN H. OREGANO	BAC Secretariat Member
ROLIE S. TEDIONG	BAC Inspectorate Team Member
MYRA JANE DISCAYA	Representative-Starbright Office Depot
VENUS JAMERO	Representative-Starbright Office Depot
ROSALIE A. ORFRECIO	Representative-People's General Mdse.

I. Opening Prayer

Before formally starting the meeting, a prayer was led by Ms. Hermie M. Jarra, BAC Member.

II. Acknowledgement of Participants

Ms. Sunga, introduced the BAC Members and acknowledged the presence of bidders.

III. Call to Order/Determination of a Quorum

The pre-bid conference for the project **Supply and Delivery of Office Supplies** was called to order at **10:00 a.m. of March 19, 2019** and was presided by the BAC Chairperson, Fe L. Sepaya, PhD.

Four (4) members of the BAC were present, the Presiding Officer declared a quorum.


IV. Pre-bid Conference

The Chair gave a short welcome message and explained the purpose of the pre-bid conference.

The Chair read and discussed the contents of the invitation to bid and gave emphasis on the following details of the project:

- a. The procuring entity: DepEd-Division of South Cotabato
- b. The ABC: Php 1,133,059.75
- c. Bidders' SLCC: within three (3) years and must be a similar project
- d. Amount of Bid Documents: Php 5,000.00
- e. The schedule of the bid opening: April 1, 2019, 10:00am at BAC Office

The Chair read and discussed the checklist of requirements and reminded bidders to be careful in preparing their bid documents. She reminded them to follow


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the format of the bidding forms found in Section 8 particularly the Bid form, Bid Securing Declaration and Omnibus Sworn Statement. She also cited the common mistakes of bidders like improper packing and sealing of envelopes and not signing all the pages of bid forms and other documents which resulted to outright rejection of their bids which could have been avoided if bidders are well aware of their responsibilities and the details and contents of the bidding documents.

After discussing the checklist of requirements, the Chair asked the bidders for any clarifications.

The representative from Starbright Office Depot asked about the required number of copies of bid documents.

The Chair referred her to ITB Clause 20.3 of the Bid Data Sheet which states that bidders shall submit one (1) original and two (2) copies of the first and second components of its bid. The same ITB Clause provides instructions on packaging of folders and envelopes. Further, the Chair explained that earmarking or tabbing is required and bidders shall follow the order/sequence in the checklist for fast and easy checking of documents.

Mr. Somera reminded the bidders that late bids shall not be accepted. The deadline of submission of bids is at 10:00 am of April 1. For uniformity, Pagasa time will be followed.

The Chair reiterated the requirements on packaging and sealing of folders/envelopes, she added that the address of bid submission is at the BAC Secretariat Office and that bidders may ask assistance from BAC Secretariat if they have any clarification.

Mr. Somera reminded bidders that all pages of bidder's bid documents must be duly signed.

After the discussion on eligibility requirements, the bidders were given copy of the items for bidding which were reviewed one by one. The following items were clarified and shall be amended:

From:

Item Number	Description	Unit
6	Construction Paper	Ream
7	Cutter, L 500 w/ blade (10 pcs.)	Pc
9	Data Box Filer, 5" x 9" x 16"	Pc
17	Filer (data folder), 3" 9" x 16"	Pc
19	Folder, White, size: A 4, Thick: 0.14	Box
20	Folder, White, size: Legal, Thick: 0.14	Box




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23	Garbage Bin (Plastic), Medium	Pc
35	Marker Flou (Highlighter), (3pcs. Per set)	Set
39	Muriatic Acid, 1 Galloon	pc
40	Notebook (Composition notes - 50 leaves) 200/box	Box
42	Organizer (Folder Organizer)	Pc
43	Organizer (Metal Desk Tray - 3 Layers)	Pc
48	PVC Cover (long) 100's/box thick	Box
49	Printer, 3 in 1, Brother, (in liquid ink)	Unit
50	Printer INK 3 in 1, Brother, (liquid ink)	Set
61	Soft Broom, HD	Pc
66	Tape Dispenser	Pcs
74	INK, Brother, DCP T 700 W	Pc

To:

Item Number	Description	Unit
6	Construction Paper, Long	Ream
7	Cutter, L 500 w/ blade (10 pcs.)	Set
9	Data Box Filer, 5" x 9" x 16", color Blue	Pc
17	Filer (data folder), 3" 9" x 16", color Blue	Pc
19	Folder, White, size: A 4, Thick: 0.14	Pc
20	Folder, White, size: Legal, Thick: 0.14	Pc
23	Garbage Bin (Plastic), Medium w/ cover, size 12 inches	Pc


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35	Marker Flou (Highlighter), (3pcs. Per set), asstd. color	Set
39	Muriatic Acid, 1 Galloon , Pure	pc
40	Notebook (Composition notes - 40 leaves) 200/box	Box
42	Organizer (Folder Organizer) , Long, color Blue	Pc
43	Organizer (Metal Desk Tray - 3 Layers), Black	Pc
48	PVC Cover (long) 100's/box thick, 200 microns	Box
49	Printer, 3 in 1, (in liquid ink)	Unit
50	Printer INK 3 in 1, (refer to item #49)	Set
61	Soft Broom, heavy duty	Pc
66	Tape Dispenser, for 1 inch Tape	Pc
74	INK, Brother, DCP T 700 W, Black	Pc

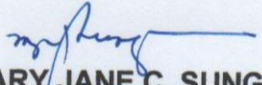
The bidders were informed that a bid bulletin will be issued and be posted at PhilGEPS to amend the items with clarifications on specifications originally indicated in the bid documents.

In her closing message, the Chair thanked and reminded everyone of the bid submission and opening schedule on April 1, 2019, 10:00 a.m, the same venue.


V. Adjournment

There having no other matters to be discussed and clarifications to be made, the meeting adjourned at 12:18 p.m.

Prepared by:


MARY JANE C. SUNGA
 BAC Secretariat Member

Attested:


FEL SEPAYA, PH.D.
 Chairperson, BAC (PB)