

PROCUREMENT OF COMMON AND NON-COMMON OFFICE SUPPLIES, EQUIPMENT AND PARAPHERNALIA FOR VARIOUS FOREIGN SERVICE POSTS (FSPs) FOR 2018

Pre-bid Conference

Bids and Awards Committee

October 3, 2018, 2018 10:00 am

MINUTES

Attendance:

BAC MEMBERS

IMELDA M. PANOLONG	- Chairperson
MARY LUCK S. HICARTE	- Alternate Vice-Chairperson
CHARMAINE A. SERNA-CHUA	- Member
PABLO MONTILANO Jr.	- End-User Member
SHERWIN AVELINO	- End-User Member
TEDDY EDMUND T. PAVON	- Head, BAC Secretariat
ARIEL ESPARTO	- Assistant, BAC Secretariat

The Pre-bid conference for the Department of Foreign Affairs procurement of **COMMON AND NON-COMMON OFFICE SUPPLIES, EQUIPMENT AND PARAPHERNALIA FOR VARIOUS FOREIGN SERVICE POSTS (FSPs) FOR 2018** with an Approved Budget for the Contract of Four Million One Hundred Forty-Six Thousand Seven Hundred Thirty Pesos Only (Php4,146,730.00) was held at the BAC Conference Room at 3 October 2018 and presided by BAC Chairperson Imelda M. Panolong. The pre-bid conference started at 10:15am when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. FNB Educational, Inc.
2. Center Point Sales and Trading, Inc.

The Bidders asked whether or not they could get samples on some office supplies with the necessary logo of a particular embassy/consulate. The Department's End-User responded that physical samples can only be provided once a Notice to Proceed (NTP) has been issued to the winning bidder, for security reasons. The End-User however can show the office supplies for their reference, should they request.

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.