

PROCUREMENT OF COMMON AND NON-COMMON OFFICE SUPPLIES, EQUIPMENT AND PARAPHERNALIA FOR THE DFA MAIN BUILDING AND DFA-ASEANA FOR 2018

Pre-bid Conference

Bids and Awards Committee

October 3, 2018, 2:00 PM

MINUTES

Attendance:

BAC MEMBERS

IMELDA M. PANOLONG	- Chairperson
GRACE ANNE G. BULOS	- Member
FERDINAND P. FLORES	- Alternate 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's procurement of **COMMON AND NON-COMMON OFFICE SUPPLIES, EQUIPMENT AND PARAPHERNALIA FOR THE DFA MAIN BUILDING AND DFA-ASEANA FOR 2018** with an Approved Budget for the Contract of Three Million Six Hundred Forty-One Thousand Seven Hundred Forty-Five Pesos and Ninety-Eight Centavos Only (Php 3,641,745.98) 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 3:15am 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.
3. Quartz Business Products

The Bidders asked on the specific details of some of the supplies (e.g. colors, design) and, if possible, if they could be provided also with the physical samples of certain supplies for their reference. The Department's End-User provided the requested details.

The bidders also asked if there is a possibility that the project could be split into two (2) lots if some of the supplies, particularly the toners and inks, could not be provided by a particular bidder. The BAC Secretariat informed the bidders that the intention of the project is for a single lot.

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. 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.