

**Minutes of the Meeting: Pre-Bid Conference**  
**NP 2020-02: ADVOCACY MATERIALS FOR CY2020 ADVOCACY ACTIVITIES**  
May 4, 2020

**Attendance:**

**ENRIQUE H. GASCON JR.**, Chairperson, BAC  
**ARNOLD D. LARTEC**, *Alternate Member*  
**MARLO ABYADO**, *End-user*  
**BABBLE MAE GORIO**, *Technical Expert*  
Carlo Diase, *BAC Secretariat*  
Leonila G. Lapada, *BAC Secretariat*

**Observer:** none

**Prospective Bidder:**

Stanley Camhit, proprietor, MS Printing Press and Copy Center

**Highlights of the Meeting:**

A meeting was called to order for the Pre-Bid Conference of the project, **Advocacy Materials for CY2020 Various Advocacy Activities procured through Negotiated Procurement – Two Failed Biddings** under NP 2020-02 with an Approved Budget for the Contract amounting to **One Million One Hundred Twenty Eight Thousand One Hundred Forty Five Pesos and 70/100 (Php 1,128,145.70)**.

Only one prospective bidder attended the activity from MS Printing Press and Copy Center represented by Mr. Stanley Camhit. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry, Jaime Ongpin Foundation, Inc., DSWD Internal Auditor and COA-CAR who were invited as an observer.

The meeting started at 1:35 PM and Mr. Enrique H. Gascon Jr. Chairperson, Bids and Awards Committee presided the activity. The meeting started with an introduction of the members of the BAC and its BAC Secretariat and acknowledgement of the prospective bidders' presence.

Mr. Gascon expressed the purpose of the Pre-bid conference that is to clarify any concerns of bidders, its terms and conditions, scope of the bidding documents and other details. The group then reviewed the bidding documents, technical specifications and checklist of requirements with the following discussions and agreements:



<p><b>Technical Specifications</b></p>	<p>The group reviewed each of the terms and conditions of the project.</p> <p>The bidder asked the particulars or details needed in the compliance portion.</p> <p>The BAC clarified to indicate simply “comply” or “not comply” in each of the terms and conditions of the project.</p> <p>The BAC directed the secretariat to correct the indicated guidelines in the compliance portion.</p>	<p><b>For Bid Bulletin:</b></p> <p>To correct the guidelines indicated under compliance portion</p>
<p><b>Standard Forms</b></p>	<p>The secretariat presented the various standard forms and explained to the bidder the required supporting documents</p>	
<p><b>Summary of items being procured</b></p>	<p><b>Lot 1:</b></p> <p><b>Item 1:</b> The bidder asked if the two (2) types specified is the same type. The technical expert said that since the printing of the items is semestral, it is not the same design or type per issue.</p> <p><b>Item 14:</b> The bidder said that the embossed letters and plastic lamination are costly as against the ABC. The BAC discussed the concern and Mr. Abyado decided that the letterings and cover is no longer embossed and plastic laminated.</p> <p><b>Item 17:</b> The bidder asked if the item is only 5 pieces at Php500.00 each</p> <p><b>Lot 2:</b></p> <p><b>Item 3 and 18:</b> The bidder explained that the size of 12 oz of clear glass is not available in the market. The BAC deliberated the matter and change the size from 12oz to 11oz.</p> <p><b>Lot 3:</b></p> <p><b>Item 4-5:</b> The item is Catcha Bag but the <b>cloth type is canvass.</b> The BAC decided to change the cloth type to catcha to be consistent tne item being procured</p> <p><b>Item 7-8:</b> The bidder said that the items need more time for its completion and the ABC is too low due for its design and</p>	<p><b>For Bid Bulletin:</b></p> <p><b>Item 1:</b> The printing is two (2) types/design per issue</p> <p><b>Item 14:</b> <b>Cover:</b> not plastic laminated <b>Letterings:</b> not embossed</p> <p><b>Item 17:</b> The quantity should be 500 pieces at Php5.00 per piece</p> <p><b>For bid bulletin:</b></p> <p>Item 3 and 18: The size of the clear glass is 11oz instead of 12oz.</p> <p><b>For bid bulletin:</b></p> <p><b>Item 4-5: Cloth type is catcha</b></p> <p><b>Item 7-8: To remove the piping design</b></p>

	<p>quantity. The ABC can be considered for bulk orders. The BAC deliberated to remove the piping design as it adds costs and time to finish.</p> <p><b>Item 9:</b> The bidder asked its technical specifications specifically materials to be used, size and printing.</p>	<p><b>Item 9:</b>  <b>Materials:</b> PVC  <b>Size:</b> 8.5cm x 5.5cm or ATM size  <b>Printing:</b> Back-to-back</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

Having no more issues to discuss, the meeting ended at 3:20 PM.

Recorded by:

  
**LEONILA G. LAPADA**  
 BAC Secretariat

Noted by:

  
**ENRIQUE H. GASCON JR.**  
 Chairperson, BAC