



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
PUBLIC BIDDING FOR THE QUARTERLY CY 2019 GENERAL OFFICE
SUPPLIES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN
(PB 2019-18)**

**APPROVED BUDGET FOR THE CONTRACT:
ONE MILLION ONE HUNDRED NINETY THREE THOUSAND THREE HUNDRED
FIFTY PESOS (LOTS 1 and 2)
(PHP 1,193,350.00)**

03 September 2019, Function Room B, 1:30 P.M.

The Pre-Bid Conference started at 1:38 p.m. with an introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

A.O. MARIBETH T. PADIOS	- Chairperson
DIR. MARY RAWNSLE V. LOPEZ	- Member
DIR. NELLIE P. BOGUEN-GOLEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

The Technical Working Group:

ATTY. ARBELLE S. DUMAYAG	- Vice-Chairperson
MR. CHRISTIAN L. NAVARRO	- Member

The BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member

Witnesses / Observers:

MR. RON KRISTOFFER S. SILVA	- OODO Representative
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Ms. Cofino likewise announced the presence of one (1) prospective bidder, BOC'S TRADING CO., INC., represented by Ms. Aileen Liwag.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 24 August 2019.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Ediberto S. Sandoval (Acting Overall Deputy Ombudsman, OODO)
 - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)
 - c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
 - d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
 - e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
 - f. Mr. Gerhard G. Basco (OMBEA Representative).

3) Supplemental/Bid Bulletin No. 1 was issued on 28 August 2019 for the Amendments to the Bidding Documents.

With the presence of the Chairperson and four (4) Members of the Bids and Awards Committee (BAC) and the Vice-Chairperson and a Member of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Atty. Arbelle S. Dumayag, TWG Chairperson, proceeded with the presentation of the Invitation to Bid and Eligibility requirements.

Then Mr. Christian L. Navarro, TWG Member, presented the technical specifications for each lot under Ombudsman Bid Form No. 1A and 1B. He reminded the bidders to tick all the comply boxes to signify compliance to the Office’s technical specifications.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
ELIGIBILITY REQUIREMENTS	BOC’S TRADING CO., INC. (Ms. Aileen Liwag): <i>For the Joint Venture Agreement</i> , if it is not applicable in our case, should we still submit a statement?	BAC (AO Padios): If it is only applicable, then you have to indicate or attach a Joint Venture Agreement. In that sense, if it is not, then we will not require you.
TECHNICAL PROPOSAL	BOC’S TRADING CO., INC. (Ms. Liwag): <i>For Lot 1, item number 30 (Tape measure)</i> , what kind of tape measure is this?	TWG (Mr. Navarro): This tape measure is for carpentry purposes.
	BOC’S TRADING CO., INC. (Ms. Liwag): <i>For Lot 1, item number 14 (Data folder)</i> , does “gauge 20” pertain to the thickness of the data folder?	TWG (Mr. Navarro): We will just provide a sample for the data folder.


Mr. Navarro showed Ombudsman Bid Form Numbers 2A and 2B (Financial Proposal, Schedule of Prices and enumerated the documents required during Post Qualification.

AO Padios reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.


There being no more further queries, the Pre-Bid Conference for the Public Bidding for the Quarterly CY 2019 General Office Supplies Requirement of the Office of the Ombudsman (PB 2019-18) was adjourned at 2:06 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
Member, BAC Secretariat


BIDS AND AWARDS COMMITTEE

JULIEVER ROQUE LAMUG
Member


JANET CABIGAS-VEJERANO
Member


LORENZO G. VERGARA
Member


NELLIE P. BOGUEN-GOLEZ
Member


MARY RAWNSLE V. LOPEZ
Member

ADORIE T. CORNITO
Vice-Chairperson


MARIBETH T. PADIOS
Chairperson