



MINUTES OF PRE-BID CONFERENCE

SPMO, Conference Room
02 AUGUST 2017

UPLB-S-059-8-17

SUPPLY AND DELIVERY OF BRAND NEW FOLDABLE TABLES AND STACKABLE CHAIRS

Present:

Bids and Awards Committee:

For. Roberto P. Cereno – *Chairman*
Mr. Allan B. Anoyo- *Vice-Chairman*
Engr. Teodulfo S. Delgado – *Regular Member*
Prof. Zoilo D. Belano Jr. - *Provisional Member*
Mr. Vernon I. Velasco - *Provisional Member*

Legal Consultant:

Atty. Paul Kenneth B. Davis

BAC Secretariat:

Ms. Liza G.Custodio – *BAC SEC Chair*
Ms. Judith D. Unson – *Member/ Secretary*
Ms. Gelina A. Zerrudo- *Member/Secretary*
Ms. Mary Ann E. Mateo- *Member/Secretary*
Ms. Rhea G. Aquino - *Member/Secretary*

Observers:

Dr. Virgilio V. Garcia – *PAFT*
Ms. Elena Y. Pasuquin - *ICO*

End-users:

Engr. Greg Pascual - *OVCPD*
Ms. Sharm Tan - *OVCPD*
Ms. Hony Vibora - *OVCPD*

The Pre-bid Conference for the **UPLB-S-059-8-17 SUPPLY AND DELIVERY OF BRAND NEW FOLDABLE TABLES AND STACKABLE CHAIRS** was held on 02 August 2017 at 2:36 p.m. presided by For. Roberto P. Cereno.

Other persons in attendance were:

Prospective Bidders/Representatives:

Mr. Delmer Ebueza – *Progress Home & Office Furnishing*
Ms. Eloisa Nolasco– *Filcrafters Inc.*
Mr. Jerico Flores– *Design Excellence Home & Office System Co.*
Ms. Pearl Ilagan – *Rand Computer Center*
Ms. Patricia Avenido – *Windowway*
Mr. Joven Marcos - *Windowway*
Mr. John Kenneth Quindoza – *Cubix Office Inc.*
Ms. Irene Ong – *Distinctive Blinds & Office System Inc.*

Matters Discussed:

The BAC discussed the requirements in the Philippine Bidding Documents for proper filling-up of necessary forms and guidance in the submission of bids by the prospective bidders. The summary of the requirements for the project is indicated in the Checklist of Requirements for bidders. (Attachment 1)



56 Moreover, the technical specifications were reviewed with the following corrections:

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Lot 1 Item 1: Foldable Tables

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- The weight of tables must be clarified with the end-user.

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Lot 1 Item 1: Stackable Chairs

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- The weight of chairs must be clarified with the end-user.
- Thickness which is 0.435mm of legs must be verified with the end-user. The prospective bidder, Ms. Irene Ong of Distinctive Blinds & Office System Inc. commented that for heavy duty chairs, the standard thickness in the market is 2.0mm.
- Color of legs must be clarified with the end-user.
- The weight (load) capacity of chair is 150kgs.

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The samples of foldable table and stackable chair presented during the pre-bid conference are available at the BAC Sec Office. The prospective bidders were given a chance to inspect and photograph the samples.

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The delivery term was set to sixty (60) calendar days upon receipt of the Notice to Proceed.

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The changes will be posted as Bid Bulletin at the PhilGEPS and BAC UPLB websites and in a conspicuous place within the University after clarification the end-users.

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The deadline of submission of bids is on 16 August 2017, 1:00 pm.

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There having no other remaining topics for discussion, the pre-bid conference adjourned at 3: 29 pm.

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PREPARED:

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(SGD)

GELINA ZERRUDO

BAC Secretariat, *Member/Secretary*

04 August 2017

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APPROVED:

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(SGD)

ROBERTO P. CERENO

BAC Regular, *Chair*

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CONCURRED WITH:

(SGD)

LIZA G. CUSTODIO

BAC Secretariat, *Chair*