



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 REGIONAL STATISTICAL SERVICES OFFICE – DAVAO REGION

TITLE
Title/Description: Pre-Bid Conference on the Procurement of Office Supplies for the PhilSys Registration Field Operation of Davao Region

Date:	Time Started:	Time Adjourned:	Venue
17 February 2021	1:30 PM	3:00 PM	via Zoom

Meeting Presider:

1. *Imelda A. Agustin, Chairperson*

Meeting Attended by:

ROBAC Members

2. *Rosendo M. Aya-ay, Vice-Chairperson*
3. *Perlita D. Armas, Member*
4. *Josielito T. Carnecer, Member*
5. *Lilia A. Talarde, Member*

ROBAC Secretariat

6. *Adeline G. Batucan, Secretariat, Head*
7. *Christelle Angela S. Durano, Secretariat, Member*

Support Staff:

8. *Steven Ryan C. Albasin*

Prospective Bidders:

9. *Ms. Guia Claudia Floriano, Starbright Office Depot Inc.*
10. *Ms. Shiela Arancon, GH Office Depot*

Absent from meeting:

None

AGENDA	TOPICS/DISCUSSION/ACTION
Preliminaries	<ul style="list-style-type: none"> • Upon determination of quorum, Chairperson Agustin called the online Pre-Bid Conference to order at exactly 1:30 PM. She requested Member Armas to lead the prayer. Then, it was followed by a roll call made by Secretariat Batucan. • Chairperson Agustin introduced the ROBAC Members, Secretariat and the participation of Prospective Bidders. • In behalf of HoPE Abaro who is attending a Civil Registration activity in Malita, Davao Occidental, Chairperson Agustin welcomed everyone for the Pre-Bid Conference. • Then, Chairperson Agustin proceeded in presenting the pre-bid's objectives.



Agenda Item No. 1:
Pre-Bid Proper

- Chairperson Agustin presented the background of the project activity.
- After which, the topics below were presented and discussed by the Members:

Topics in the Bidding Document	Presenter
Invitation to Bid	ROBAC Chairperson Agustin
Bid Data Sheet	ROBAC Member Carnecer
Schedule of Requirements	ROBAC Vice-Chairperson Aya-ay
Technical Specifications	ROBAC Vice-Chairperson Aya-ay
Sealing and Marking of Bids	ROBAC Member Talarde
Checklist on the Technical and Financial Components	ROBAC Member Armas

- For the discussion in the Invitation to Bid, Chairperson Agustin clarified that there are changes in the Bidding Documents, which will be subsequently posted in the Supplemental Bid Bulletin. For the submission of bids, it will be submitted manually at the address of PSA Regional Office. And, the Bid Opening on 2 March 2021 will be held face-to-face and shall be not made through online considering the technical capabilities of PSA RSSO XI.

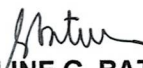

Agenda Item No. 2:
Open Forum

- Chairperson Agustin opened the floor for comments and questions from prospective bidders.
- The following were the issues/questions/clarifications raised by the prospective bidders and opposite to it is response/action taken.

No.	Comments/ Questions	Response / Action Taken
1	Ms. Shiela Arancon, GH Office Depot: For Cardboard or Chipboard, what is the thickness?	Chairperson Agustin replied it will be referred to the end-user, and to be clarified through the supplemental bid bulletin.
2	Ms. Guia Claudia Floriano, Starbright Office Depot Inc: For Record Book, is it hardbound or ordinary?	Chairperson Agustin replied it will be referred to the end-user, and to be clarified through the supplemental bid bulletin.
3	Ms. Shiela Arancon, GH Office Depot: For packaging tape, is it transparent or tan/brown?	Chairperson Agustin replied it will be referred to the end-user, and to be clarified through the supplemental bid bulletin.
4	Ms. Shiela Arancon, GH	Chairperson Agustin replied it

	<p>Office Depot: For transparent tape, what is the length is it 50 yards or 100 meters?</p>	<p>will be referred to the end-user, and to be clarified through the supplemental bid bulletin.</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> • Finally, Chairperson Agustin thanked the prospective bidders, for participating in the Pre-Bid Conference. And, she reminded the deadline of submission of bids and schedule of the Bid Opening, and requested to synchronize time with PSA RSSO XI. • With no other matters to discuss, the Pre-Bid Conference was adjourned at 3:00 PM through a closing prayer led by Secretariat Durano. 	
HIGHLIGHTS		
<p>1.</p>	<p>Presentation of the Bidding Documents for the Procurement of Office Supplies for the PhilSys Registration Field Operation of Davao Region</p>	

SUMMARY OF ACTION MATTERS		
Issue/s	Action Matters/Updates	Responsibility Center
Supplemental Bid Bulletin	<ul style="list-style-type: none"> • For draft and preparation 	ROBAC
Provide Supplemental Bid Bulletin to Prospective Bidders	<ul style="list-style-type: none"> • For email to prospective bidders 	Secretariat
Invitation to Observers for Bid Opening	<ul style="list-style-type: none"> • For preparation 	Secretariat

<p>Prepared by:</p>	<p>Reviewed and Approved by:</p>
<p> ADELINE G. BATUCAN Secretariat</p>	<p> IMELDA A. AGUSTIN Chairperson</p>