



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Thursday, August 2, 2018 10:00 AM CONFERENCE ROOM A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 1
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Multifunction Copiers for Public Attorney's Office (PAO).
REFERENCE NO.	PB No. 18-216-1
ATTENDEES	<p>Bids and Awards Committee 1 Paul Jasper V. De Guzman Vice-Chairperson Gerelyn F. Vergara Provisional Member Gerald Hingpis Ad-Hoc Representative</p> <p>BAC Support Division Maybelline M. Galang Secretariat Ray-ann V. Sorilla Member</p> <p>Other (s) Denver Lacanillao TWG, PAO</p> <p>Bidder(s) Mr. Jerico Salayon Ubix Corporation Mr. Roger P. Molato Copydata Ms. Michelle Samonte Copylandia Mr. Margie Pascual Copylandia Mr. Joey Francisco Otus Copy Systems, Inc. Mr. Johann Mendoza Gakken (Philippines) Inc. Ms. Krissy Villegas HP Mr. Roy Gaviola HP Mr. Neil Macalalad HP Ms. Arya Ester TVSP-Manila Ms. Mary Joyce Nagpagan E-Copy Corp. Ms. Riann Dela Peña E-Copy Corp. Ms. Teresa Navarro Philippine Duplicators, Inc. Mr. Flaviano De Vera Philcopy Mr. Richard Diaz E-Copy Corp. Ms. Jaina Parinas E-Copy Corp</p>



	Ms. Apple Maraganas	Advance Solutions, Inc.
CALL TO ORDER	The scheduled Pre-bid Conference started at 11:20 AM with Vice Chairperson presiding.	

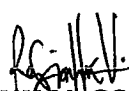
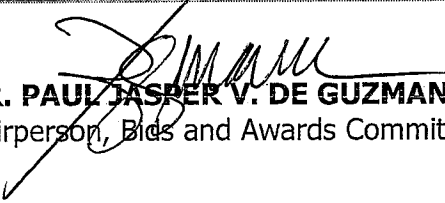
DISCUSSION

I. BID DOCUMENTS		
INVITATION TO BID	<p>A prospective bidder clarifies the Approved Budget Contract for Lot No. 2 due to the discrepancy with the amount stated in ITB, BDS and Section VII: Technical Specifications.</p> <ul style="list-style-type: none"> • The Committee discussed that there is a typographical error and the amount stated in ITB is the ABC for Lot No. 2 which is P 3,587,288.00 	
INSTRUCTIONS TO BIDDERS	<p>SECTION II NO DISCUSSION</p>	
BID DATA SHEET	<p>SECTION III BDS Clause No. 5.4 Page No. 38</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1 (a)(iii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC of each lot.</p> <p>For this purpose, similar contracts shall refer to any contract for the <i>Supply and Delivery of Photocopying Machines.</i></p> <p>xxx</p> <ul style="list-style-type: none"> • A prospective bidder asked if contract such as Printer and Multifunction Printer can be considered as similar contract. • The Committee took note of the concern and still subject for further discussion. 	
GENERAL CONDITIONS OF THE CONTRACT	<p>SECTION IV NO DISCUSSION</p>	
SPECIAL CONDITIONS OF THE CONTRACT	<p>SECTION V NO DISCUSSION</p>	

<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI Page 70 Lot 2: Heavy Duty Copier</p> <ul style="list-style-type: none"> • A prospective bidder requested to adjust the delivery schedule from Thirty (30) Calendar Days to Sixty (60) Calendar Days. The Committee took note of the concern and will refer the matter to the End- user.
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII Page 72 Lot 1: Multifunction Copier</p> <ul style="list-style-type: none"> • A prospective bidder asked to clarify specifications such as Document Feeder and Network features. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder requested to lower the memory specifications. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder requested to adjust the paper capacity into standard sheets and include Bypass or Multipurpose Tray. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder requested to reduce the copies of drum life. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder requested to reduce the warranty from Two (2) years to One (1) year. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder clarifies if the copy print of machine is monochrome. The Committee and End-user confirmed. • Compatibility: Windows, Mac, Linux <u>Mac or Linux</u> • Paper Size: A4 to A3 (4.25 x 8.5 to 11 x 17 in) <p>Page 74 Lot 2: Heavy Duty Copier</p> <ul style="list-style-type: none"> • A prospective bidder asked to clarify specifications such as Document Feeder and Network Features. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder clarifies the memory specifications if it requires Hard Disk Drive. The Committee took note of the concern and will refer the matter to the end- user.

	<ul style="list-style-type: none"> • A prospective bidder asked to clarify specifications such as paper capacity and paper tray requirements. The Committee took note of the concern and will refer the matter to the end- user. • A prospective bidder requested to lower the minimum print resolution. The Committee took note of the concern and will refer the matter to the end- user. <p>A prospective bidder requested to move the bid opening schedule due to some clarifications. The Committee took note of the concern and still subject for further discussion.</p>
BIDDING FORMS	NO DISCUSSION

III. OTHER DISCUSSIONS	
OTHER MATTERS	NONE

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 1:25 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on August 2, 2018.
PREPARED BY	<p>The BAC Support Division:</p> <p style="text-align: center;">  RAY-ANN SORILLA Member </p>
CERTIFIED CORRECT	<p style="text-align: center;">  MR. PAUL JASPER V. DE GUZMAN Vice Chairperson, Bids and Awards Committee 1 </p>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.