



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



MINUTES OF MEETING

Thursday, September 27, 2018 01:30 PM CONFERENCE A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Copiers for the Professional Regulation Commission
REFERENCE NO.	PB 18-296-9
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <p>Dalisay Conrina P. Dela Chica Chairperson Leah Nimfa M. Valdez Vice-Chairperson Karlou Borja Provisional Member Aldrich G. Lunag Ad Hoc Member</p> <p>Procurement Division IX</p> <p>Rojim RJ C. Espere Member</p> <p>Bidders:</p> <p>Raymund Quintong Quartz Redgie Esmele Philcopy Christine Albandia Gakken Philippines Inc. Johann Mendoza Gakken Philippines Inc. Mary Joyce G. Nagpacan E-Copy Corporation Liezl Mejia Photopro Lara Gonzales Pantronics</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 02:00 PM with the Chairperson presiding. 2. The presence of the attendees was acknowledged. 3. The project was presented after the required quorum has been established.

DISCUSSION

I. DOCUMENTATIONS

DOCUMENTATIONS FROM PD IX	<ul style="list-style-type: none"> • Example of Updated Documents from PhilGEPS Presented • Bidding Documents Presented
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II. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
	<p>Clause 29.2 For purposes of Post-qualification the following documents shall be required:</p> <p style="text-align: center;">xxx</p>
BID DATA SHEET	<p>6. Certification of Existence of Regional Service Centers and List of Service Centers.</p> <ul style="list-style-type: none"> • <i>Prospective bidder clarified if it is Notarized.</i> <p>7. Notarized affidavit that the initial consumables to be provided upon delivery are not starter kits.</p> <ul style="list-style-type: none"> • Prospective bidder clarified if the certification from the manufacturer that the consumables are authentic is needed.
GENERAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SPECIAL CONDITIONS OF THE CONTRACT	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SCHEDULE OF REQUIREMENTS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TECHNICAL SPECIFICATIONS	<p>Copy/Print Speed: minimum of 30 to 35 cpm/ppm</p> <ul style="list-style-type: none"> • Prospective bidders clarified if the speed can change to 25 to 30 cpm/ppm and 28 to 30 cpm/ppm <p>Paper Capacity: 100 sheets bypass tary</p> <ul style="list-style-type: none"> • Prospective bidder clarified if the capacity can change to 50 sheets(min.)



Zoom Range: Standard 25% - 400% in 1 step

- Prospective bidder asked what if 1 step is just the percentage in preset mode .
- Committee replied that it can be in pre-set mode or manual

Warranty: Standard 1 year on parts and should be 360,000 copies.

- Prospective bidders clarified if it can change to *Standard 1 year on parts or 360,000 copies whichever comes first.*

Service: Must submit Certification of Existence of Regional Service Centers and List of Service Centers.

- Prospective bidder clarified if is Notarized.
- Prospective bidder asked if the Certification will come from the Manufacturer.
- The Chairperson informed the prospective bidders that the Certification should contain:
 1. That the bidder is an authorized dealer of the manufacturer
 2. That the bidder is authorized to use the service centers of the manufacturer nationwide.

Carry-in support for the regional deployment

- The chairperson clarified if it can change to *Carry-in or on site for the regional deployment*

Consumables:

Toner: must yield a minimum of 20,000 copies per cartridge with a maximum cost of Php 7,000.

Drum: must yield a minimum of 100,000 copies per cartridge with a maximum cost of Php 5,000.

Developer: must yield a minimum of 100,000 copies per cartridge with a maximum cost of Php 5,000.

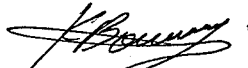


- Prospective bidder clarified if the requirement for consumables can be back to original requirement.
- Prospective bidders clarified if the requirement for consumables can change to 30 centavos per copy.
- Prospective bidders clarified if the requirement for consumables can change to 50 centavos per copy.

Must submit demo/sample unit

- *Committee informed the prospective bidders that a bid bulletin will issue regarding this.*

TERMS OF REFERENCE

There were no other Discussions/Amendments made; and no further instructions were made by the BAC.

BIDDING FORMS	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
III. OTHER DISCUSSIONS	
OTHER MATTERS	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 04:05 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Thursday, September 27, 2018.
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <p style="text-align: center;">ALDRICH G. LUNAG Ad Hoc Member</p> <p style="text-align: center;"> KARLOU BORJA Provisional Member</p> <p style="text-align: center;">ATTY. MICHELLE B. RECTO Regular Member</p> <p style="text-align: center;"> LEAH NIMFA M. VALDEZ Vice Chairperson</p> <p style="text-align: center;"> DALISAY CONRINA P. DELA CHICA Chairperson</p>