



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



MINUTES OF MEETING

Wednesday, January 16, 2019 11:00 AM AVR

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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE 1 |
| TYPE OF MEETING | Pre-bid Conference |
| PROJECT | Supply and Delivery of Ink Cartridge, HP955XL for the Procurement Service (PS) |
| REFERENCE NO. | PB No. 18-402-1 |
| -ATTENDEES | <p>Bids and Awards Committee 1</p> <p>Engr. Rosana D. Yambao Chairperson Paul Jasper V. De Guzman Vice-Chairperson Ray-ann V. Sorilla Provisional Member Mylene B. Quiambao Ad-Hoc Representative</p> <p>BAC Support Division</p> <p>Rodelio D. Mendez, Jr. Secretariat Gerelyn Vergara Member</p> <p>Bidder(s)</p> <p>Joanne Guanzon Integrated Computer System Rodrigo Caliste Jr. CIM Christine Lyan Lazaro Joneco Rovel Balanlay Joneco</p> |
| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Pre-bid conference started at 11:00 AM with the Chairperson presiding. 2. The BAC Secretariat acknowledged the presence of attendees. 3. The required quorum is established. Notice to Observers is being issued to concerned. Pre-bid conference with no observers in attendance is conducted. |

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DISCUSSION

| I. BID DOCUMENTS | |
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| PRESENTATION | The PMO-in-Charge proceeded with the presentation of General Requirements of Government Procurement for Goods. |
| INVITATION TO BID | SECTION I NO DISCUSSION |
| INSTRUCTIONS TO BIDDERS | SECTION II NO DISCUSSION |
| BID DATA SHEET | <p>SECTION III</p> <p>BDS Clause No. 5.4 Page No. 39</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least Twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <u>Any contract for Supply and Delivery of Printer Consumables.</u></p> <ul style="list-style-type: none"> A prospective bidder asked if contract for Supply and Delivery of Printer/s can be considered as similar contract. <p>The Committee took note of the concern and subject for further discussion.</p> <p>BDS Clause No. 12.1 (a)(i) Page No. 40</p> <p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents; the bidder shall submit together with the Certificate certified true copies of the updated documents.</p> <p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <p style="text-align: right;"><i>RDY</i></p> |

- a. Business Registration;
- b. 2019 Mayor's Permit;
- c. 2017 Audited Financial Statement;
- d. Valid and current Tax Clearance;

In the latter case, the bidder shall submit a valid and updated PhilGEPS Registration Certificate as part of post-qualification documents.

- A prospective bidder asked regarding the submission of 2019 Mayor's Permit as the release of their applied Mayor's Permit is on February.
- The BAC reiterated the GPPB Resolution No. 02-2015, A Circular mandating procuring entities to allow the submission of the bidder's recently expired mayor's permit and the Official Receipt as proof that the bidder has applied for renewal of the permit within the prescribed period, Provided that the current and valid mayor's permit, as renewed, be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid prior to award of contract, as this would enhance competition and facilitate the procurement process.

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| | <p>a. Business Registration;</p> <p>b. 2019 Mayor's Permit;</p> <p>c. 2017 Audited Financial Statement;</p> <p>d. Valid and current Tax Clearance;</p> <p>In the latter case, the bidder shall submit a valid and updated PhilGEPS Registration Certificate as part of post-qualification documents.</p> <ul style="list-style-type: none"> • A prospective bidder asked regarding the submission of 2019 Mayor's Permit as the release of their applied Mayor's Permit is on February. • The BAC reiterated the GPPB Resolution No. 02-2015, A Circular mandating procuring entities to allow the submission of the bidder's recently expired mayor's permit and the Official Receipt as proof that the bidder has applied for renewal of the permit within the prescribed period, Provided that the current and valid mayor's permit, as renewed, be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid prior to award of contract, as this would enhance competition and facilitate the procurement process. |
| <p>GENERAL CONDITIONS OF THE CONTRACT</p> | <p>SECTION IV NO DISCUSSION</p> |
| <p>SPECIAL CONDITIONS OF THE CONTRACT</p> | <p>SECTION V</p> <p>SCC Clause 1.1 (k) Page No. 64</p> <p>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-user Agencies within Metro Manila, Antipolo, Imus Cavite and Pampanga.</p> <ul style="list-style-type: none"> • The Committee reiterated that the awardee to deliver directly from the following project sites. <p><u>10.2 The Procuring Entity shall allow progress payment for every delivery upon submission of an invoice describing as appropriate the Goods delivered and/or Services rendered.</u></p> <ul style="list-style-type: none"> • The Chairperson discussed the progress payment and it will form part of Supplemental Bid Bulletin to be issued. |


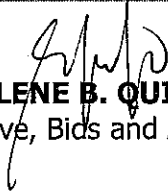

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| <p>SCHEDULE OF REQUIREMENTS</p> | <p>SECTION VI Page No. 71</p> <ul style="list-style-type: none"> The Committee explained the Letter of Commitment from supplier to maintain minimum of One (1) month revolving stocks at all times. For further discussion of the Committee A prospective bidder asked if the requirements will be strictly implemented within Six (6) months. The Committee in response confirmed that the quantity provided is based on APP submitted by the agency. |
| <p>TECHNICAL SPECIFICATIONS</p> | <p>SECTION VII Page No. 76</p> <ul style="list-style-type: none"> A prospective bidder suggested to include "Original" in the item description to assure that the product being offered is genuine. The Committee took note of the concern. A prospective bidder explained that the warranty for inks is not the expiration date and HP can issue certification of additional months of warranty in case the requirements of Eighteen (18) months lapsed from the date of acceptance. The Committee took note of the concern. A prospective bidder stated that the standard warranty before is at least Thirteen (13) months. The Committee took note of the concern. |
| <p>BIDDING FORMS</p> | <p>NO DISCUSSION</p> |

| <p>III. OTHER DISCUSSIONS</p> | |
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| <p>OTHER MATTERS</p> | <p>NONE</p> |

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| <p>ADJOURNMENT</p> | <p>Having no other matters for discussion, the meeting was adjourned at 11:55 AM</p> |
| <p>CERTIFICATION</p> | <p>We certify that the foregoing is true account of Pre-bid Conference conducted on January 16, 2019.</p> |

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| <p>PREPARED BY</p> | <p style="text-align: center;">  MS. RAY-ANN V. SORILLA Provisional Member </p> |
| <p>CERTIFIED CORRECT</p> | <p style="text-align: center;">  MS. MYLENE B. QUIAMBAO Ad-Hoc Representative, Bids and Awards Committee 1 </p> <p style="text-align: center;"> MR. PAUL JASPER V. DE GUZMAN Vice Chairperson, Bids and Awards Committee 1 </p> <p style="text-align: center;">  ENGR. ROSANA D. YAMBAO 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.