



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



MINUTES OF MEETING

Thursday, August 23, 2018	1:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX																	
TYPE OF MEETING	Prebid Conference																	
PROJECT	Supply and Delivery of Office Equipment (Paper Shredder) for the Procurement Service																	
REFERENCE NO.	PB – 18-061-9																	
ATTENDEES	<p>Bids and Awards Committee IX</p> <table border="0"> <tr> <td>Ms. Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Leah M. Valdez</td> <td>Vice Chairperson</td> </tr> <tr> <td>Mr. James F. Gabilo</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Catherine Ann D. Mirabel</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division IX</p> <table border="0"> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidder/s:</p> <table border="0"> <tr> <td>Ms. Lara Gonzales</td> <td>Pantronics International Corp.</td> </tr> <tr> <td>Mr. Alden Rojas</td> <td>Solid Business Machines Corp.</td> </tr> <tr> <td>Ms. Sasha Vargas</td> <td>Center Point Sales</td> </tr> </table>		Ms. Dalisay Conrina P. Dela Chica	Chairperson	Ms. Leah M. Valdez	Vice Chairperson	Mr. James F. Gabilo	Provisional Member	Ms. Catherine Ann D. Mirabel	Provisional Member	Mr. Vincent Joseph D. Disu	Secretariat	Ms. Lara Gonzales	Pantronics International Corp.	Mr. Alden Rojas	Solid Business Machines Corp.	Ms. Sasha Vargas	Center Point Sales
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CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Prebid Conference started at 1:30 PM with the Chairperson presiding. The Secretariat acknowledged the presence of the attendees. The Secretariat also presented the Invitation to Observers however none of them confirmed their attendance. 																	

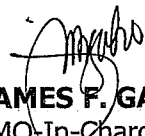
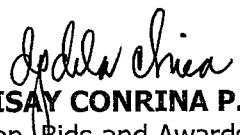
	<p>4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements.</p> <p>5. The PMO-In-Charge then discussed the Schedule of Requirements and Technical Specifications.</p>
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DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> Presented.
BID DATA SHEET	<ul style="list-style-type: none"> A prospective bidder requested to reduced the requirement on single contract that is similar to the project equivalent to at least 25%
GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> Presented.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> There were no Discussions/Amendments made and further instructions made from the BAC.
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> The BAC requested to the prospective bidders the possibility of direct delivery with the minimum required units, the following were discussed. For Metro Manila – minimum of 5 units shall be required. For Antipolo, Imus, Cavite City and Pampanga – minimum of 10 units shall be required.
SPECIFICATIONS	<p>Lot 1: PAPER SHREDDER (Office Entry Level)</p> <ul style="list-style-type: none"> For Sheet Capacity: a prospective bidder requested to change the required Fifteen (15) sheets to Twelve sheets (min) using 70gsm paper and Twelve (12) sheets to Ten (10) sheets (min) using 80gsm paper. The BAC also recommended to change the requirement “(min)” to “(max)” in the required sheet capacity. A prospective bidder also requested to remove the requirement “Transmission: All metal gears”. The prospective bidders requested to reduce the warranty on cutter blades from Three (3) years to One (1) year. Prospective bidders requested that for the Jam Proof “ The shredder shall automatically stop by rejecting the paper that is fed beyond

	<p>capacity or if the feeder exceeded the required maximum paper.”</p> <ul style="list-style-type: none"> For Mess Reduction System: a prospective bidder requested to remove the feature of an automatic cleaning cycle that prevents paper build-up on cutters. Instead, they shall provide a cleaning service within the warranty period. Also to remove the requirement of a sensor that lets the user know when to empty the bin since the required paper bin is see through, translucent or opaque which can easily be seen if the paper bin is full. <p>Lot 2: PAPER SHREDDER (Office Mid Range Level)</p> <ul style="list-style-type: none"> For Sheet Capacity: a prospective bidder requested to change the required Fifteen (15) sheets to Twelve sheets (min) using 70gsm paper and Twelve (12) sheets to Ten (10) sheets (min) using 80gsm paper. The BAC also recommended to change the requirement “(min)” to “(max)” in the required sheet capacity. A prospective bidder also requested to remove the requirement “Transmission: All metal gears”. The prospective bidders requested to reduce the warranty on cutter blades from Three (3) years to One (1) year. Prospective bidders requested that for the Jam Proof “ The shredder shall automatically stop by rejecting the paper that is fed beyond capacity or if the feeder exceeded the required maximum paper.” For Mess Reduction System: a prospective bidder requested to remove the feature of an automatic cleaning cycle that prevents paper build-up on cutters. Instead, they shall provide a cleaning service within the warranty period. Also to remove the requirement of a sensor that lets the user know when to empty the bin since the required paper bin is see through, translucent or opaque which can easily be seen if the paper bin is full.
BIDDING FORMS	<ul style="list-style-type: none"> There were no Discussions/Amendments made and further instructions made from the BAC.

II. TIMELINE	
POSTING IN PHILGEPs	August 16, 2018
PREBID CONFERENCE	August 23, 2018 @1:30pm
POSTING OF BID BULLETIN	August 30, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	September 6, 2018 @10:00am

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> The BAC requested the prospective bidders to write a formal letter to re the composition of their paper shredders' transmission gears to reflect the parts that were made of plastic and the parts which were made of metal.
ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:00 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, August 22, 2018.
PREPARED BY	<p>The Procurement Division IX:</p>  <p>MR. JAMES F. GABILO PMO-In-Charge</p>
CERTIFIED CORRECT	 <p>MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>