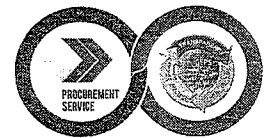




Republic of the Philippines  
 Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



PS DBM Compound, RR Road, Cristobal St., Paco, Manila  
 Tel. No. 689-7750

## MINUTES OF MEETING

Friday, October 5, 2018		10:00 AM	CONFERENCE ROOM B																		
MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VII</b>																				
TYPE OF MEETING	<b>PREBID CONFERENCE</b>																				
PROJECT	Supply, Delivery and Installation of Production Equipment and Software for the Production of Braille and Other Accessible for the DepEd																				
REFERENCE NO.	<b>PUBLIC BIDDING NO. 18-244-7</b>																				
ATTENDEES	<p><b>Bids and Awards Committee VII</b></p> <table border="0"> <tr> <td>Ms. Rosalinda V. Dapito</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Vic Anthony A. Tubon</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Ma. Jennifer R. Jimenez</td> <td>Provisional Member</td> </tr> </table> <p><b>Procurement Division VII</b></p> <table border="0"> <tr> <td>Ms. Kaila M. Jaronay</td> <td>Secretariat</td> </tr> </table> <p><b>End-user's Representative:</b></p> <table border="0"> <tr> <td>Mr. Lauro Roberto</td> <td>DepEd</td> </tr> <tr> <td>Ms. Mildiadema Lustria</td> <td>DepEd- BLR</td> </tr> <tr> <td>Mr. Allan Mesoga</td> <td>DepEd- BLR</td> </tr> </table> <p><b>Bidder:</b></p> <table border="0"> <tr> <td>Mr. Fernando Cortez</td> <td>PhilCopy</td> </tr> </table>			Ms. Rosalinda V. Dapito	Chairperson	Mr. Vic Anthony A. Tubon	Vice Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Ms. Ma. Jennifer R. Jimenez	Provisional Member	Ms. Kaila M. Jaronay	Secretariat	Mr. Lauro Roberto	DepEd	Ms. Mildiadema Lustria	DepEd- BLR	Mr. Allan Mesoga	DepEd- BLR	Mr. Fernando Cortez	PhilCopy
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CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>10:50 AM</b> with the Chairperson presiding.</li> <li>2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the four (4) members of the BAC, the required quorum has been established.</li> <li>3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers.</li> <li>4. The Secretariat presented the general requirements for government procurement.</li> </ol>																				

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**DISCUSSIONS**

I. BID DOCUMENTS	
<b>INSTRUCTIONS TO BIDDERS</b>	<p>SECTION II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>BID DATA SHEET</b>	<p>SECTION III</p> <p>ITB Clause 5.4</p> <p>Page 41</p> <p>X X X</p> <p>For this purpose, similar contract shall refer to <u>any contract for:</u></p> <ul style="list-style-type: none"> <li>• <u>Lot 1- supply, delivery, and installation of assistive software for visually impaired</u></li> </ul> <p>X X X</p> <p>➤ The proponent confirmed that since there is no distributor of Braille products here in the Philippines, they may probably engage into a Joint Venture with a foreign supplier.</p>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	<p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>SCHEDULE OF REQUIREMENT</b>	<p>There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.</p>
<b>TECHNICAL SPECIFICATIONS</b>	<p>Section VII</p> <p>Page 84</p> <p>X X X</p> <p>Lot VIII</p> <p>Item 1 : Multi-function Printer</p> <p>Approved Budget for the Contract :P 3,319,065.10</p> <p>Quantity :4 units</p> <p>X X X</p>

SPECIFICATIONS
<b>Multi-function Printer, branded</b>
<ul style="list-style-type: none"> <li>• Speed for Print and Copy in black and colored: 30ppm (minimum)</li> </ul>

X X X

- The prospective bidder suggested to amend the minimum requires of "30ppm" to "60ppm" as this will be more advantageous to the government.
- *The BAC took note of the request and any amendment, if any, shall be reflected in the Bid Bulletin to be issued for the project.*

Section VII  
Page 84

X X X

Lot VIII  
Item 1 : Multi-function Printer  
Approved Budget for the Contract :P 3,319,065.10  
Quantity :4 units

X X X

SPECIFICATIONS
<b>Multi-function Printer, branded</b>
<ul style="list-style-type: none"> <li>• Memory: 2 GB (minimum)</li> <li>• Hard drive: 250 GB (minimum)</li> </ul>

X X X

- Since the requirement for the "2 GB" memory and "250 GB" hard drive are obsolete, the prospective bidder proposed to amend the requirement to "SSD" as this is the latest model in the market and superior in terms of sped and other parameters.
- *The BAC took note of the request and any amendment, if any, shall be reflected in the Bid Bulletin to be issued for the project.*

SPECIFICATIONS	Bidder's Statement of Compliance
<b>X X X</b>	Brand & Model:
<ul style="list-style-type: none"> <li>• X X X</li> <li>• X X X</li> </ul>	(Please indicate the word " <b>COMPLY</b> ")

• X X X	
• X X X	
• X X X	
• X X X	

X X X

- *Each parameter under Bidder's Statement of Compliance column shall be merged to facilitate easier evaluation.*
- *It was further clarified that the project is on a per lot basis, thus a bidder shall consider all items included under the lot. Otherwise, the bid will be declared "Failed" or "Disqualified", as the case may be.*

**BID FORMS**

**Section VIII**



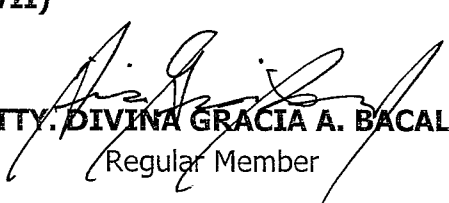
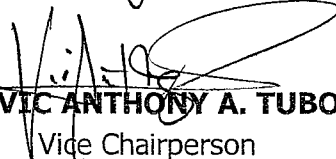

There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.

**III. OTHER MATTERS**

**OTHER MATTERS**

1. The following points were also emphasized:
  - Authority of Signatory
    - All signatures must be the authorized representative which was reflected in the Authority of Signatory.
  - For the required Competent Evidence of Identity
    - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed.
  - No. 10<sup>th</sup> statement under the Omnibus Sworn Statement
    - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.
    - Late submission of documents required for the LCB will be a ground for Post Disqualification
2. Amendments and clarifications, if any, will be issued through a Supplemental/ Bid Bulletin.
3. The proponent suggested to require authorized service centers.
  - *The BAC take note of the concern.*

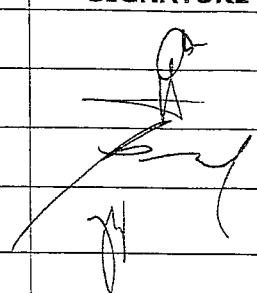
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	<p>4. The bidder inquired whether or not color coding of bid envelopes to be submitted during opening of bids is required.  - <i>The BAC answered in the negative.</i></p> <p>5. The PMOIC presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications shall be on October 9, 2018.</p>
ATTACHMENTS	None
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:40 AM.</b>
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on October 5, 2018.
PREPARED BY	<b>Procurement Division VII</b>  <b>MS. KAILA M. JARONAY</b> Secretariat
CERTIFIED CORRECT	<b>Bids and Awards Committee VII (BAC VII)</b> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">   <b>MS. MA. JENNIFER R. JIMENEZ</b>  Provisional Member (PMOIC), PS </div> <div style="text-align: center;">   <b>ATTY. DIVINA GRACIA A. BACAL</b>  Regular Member </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">   <b>MR. VIC ANTHONY A. TUBON</b>  Vice Chairperson </div> <div style="text-align: center;">   <b>MS. ROSALINDA V. DAPITO</b>  Chairperson </div> </div>

*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.*

**ATTENDANCE FOR BAC VII BIDDING ACTIVITIES  
DATE: OCTOBER 5, 2018**

**BIDS AND AWARDS COMMITTEE VII:**

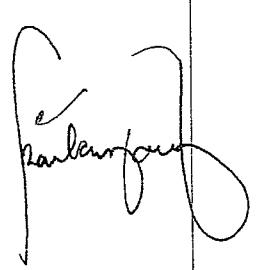
NAME	DESIGNATION	SIGNATURE	Time In <sup>1</sup>	Time out <sup>2</sup>
Ms. Rosalinda V. Dapito	Chairperson			
Mr. Vic Anthony A. Tubon	Vice Chairperson			
Atty. Divina Gracia Bacal	Regular Member			
Ms. Ma. Jennifer R. Jimenez	Provisional Member			
Mr. Antonio L. Tan	AdHOC Member			

**DIVISION CHIEFS:**

NAME	DIVISION	SIGNATURE

**PROCUREMENT DIVISION VII:**

NAME	SIGNATURE

TIME	ACTIVITY	REF NO	TITLE	Agency	Secretariat	TWG
10:00 AM	Prebid Conference	PB NO 18-244-7	Supply, Delivery, and Installation of Production Equipment and Software for the Production of Braille and Other Accessible Materials	DepEd		
					Time In:	Time In:




<sup>1</sup> to be filled out by the BSD

<sup>2</sup> to be filled out by the BSD

**OBSERVERS:**

NAME	OFFICE	SIGNATURE
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9.		
10.		

**END USER'S REPRESENTATIVES**


NAME	OFFICE	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
1. Laura Roberto	DepEd	laura.roberto@deped.gov.ph		
2. Mildredema Lustrina	DepEd PAR	mildredema.lustrina@deped.gov.ph	09194500005	
3. Allan Masaga	DepEd PAR	Allan.masaga@deped.gov.ph	09198861145	
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**OTHER ATTENDEES:**

NAME	DIVISION	SIGNATURE

10:00 AM	Prebid Conference	PB NO 18-244-7	Supply, Delivery, and Installation of Production Equipment and Software for the Production of Braille and Other Accessible Materials	DepEd
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**BIDDERS:**

NAME	COMPANY	EMAIL ADDRESS	CONTACT NUMBER	SIGNATURE
1. FERNANDO CORTEZ	PHILCOPY	fer.cortez@philcopy.net	8998421 09178696450	
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