



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



MINUTES OF MEETING

Thursday, July 05, 2018 01:30 PM CONFERENCE C

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 18-167-9																																	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <table> <tr> <td>Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Leah Nimfa M. Valdez</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Karlou Borja</td> <td>Provisional Member</td> </tr> <tr> <td>Aldrich G. Lunag</td> <td>Ad Hoc Member</td> </tr> </table> <p>Procurement Division IX</p> <table> <tr> <td>Rojim RJ C. Espere</td> <td>Member</td> </tr> <tr> <td>Vincent Joseph D. Disu</td> <td>Member</td> </tr> </table> <p>Other Attendees: Teodoro V. Mendoza II</p> <p>PRC</p> <p>Bidders:</p> <table> <tr> <td>Raymund Quintong</td> <td>Quartz</td> </tr> <tr> <td>Thine Parinas</td> <td>City way</td> </tr> <tr> <td>Shiela Suan</td> <td>Elite Trading</td> </tr> <tr> <td>Redgie Erondo</td> <td>Philcopy</td> </tr> <tr> <td>JC Gascon</td> <td>Philcopy</td> </tr> <tr> <td>Michelle Samonte</td> <td>Copylandia</td> </tr> <tr> <td>Roel Millena</td> <td>Gakken Philippines Inc.</td> </tr> <tr> <td>Rhoniel Mahusay</td> <td>Link Network</td> </tr> <tr> <td>Christine Albandice</td> <td>Gakken Philippines Inc.</td> </tr> <tr> <td>Anya A. Estera</td> <td>JSP</td> </tr> </table>		Dalisay Conrina P. Dela Chica	Chairperson	Leah Nimfa M. Valdez	Vice-Chairperson	Karlou Borja	Provisional Member	Aldrich G. Lunag	Ad Hoc Member	Rojim RJ C. Espere	Member	Vincent Joseph D. Disu	Member	Raymund Quintong	Quartz	Thine Parinas	City way	Shiela Suan	Elite Trading	Redgie Erondo	Philcopy	JC Gascon	Philcopy	Michelle Samonte	Copylandia	Roel Millena	Gakken Philippines Inc.	Rhoniel Mahusay	Link Network	Christine Albandice	Gakken Philippines Inc.	Anya A. Estera	JSP
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	Claire Joseph AntonioA. Sanos Christian Valencia	Otus PDI PDI
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

II. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
BID DATA SHEET	<p>ITB Clause</p> <p>12.1(a)(i) Valid and Current Certificate of PhilGEPS Registration (Platinum Membership)</p> <p>The PhilGEPS Certificate of Registration and Membership (Platinum Membership) shall reflect the ff.</p> <p>a. SEC Registration Certificate (SEC or DTI or CDA)</p> <p>➤ <i>PMO-In-Charge Informed all the bidders that the committee will issue a bid bulletin regarding this.</i></p> <p>Clause 29.2 For purposes of Post-qualification the following documents shall be required:</p>

	<p>xxx</p> <p>3. Bidder's Notarized Certificate that the copier machine is the current/latest model <u>and will not be "End of Life" three (3) years after the last tranche of delivery.</u></p> <p>4. Certification of Service Centers within Metro Manila <u>Certification of Existence of Regional Service Centers and List of Regional Service Centers.</u></p> <p>8. <u>Notarized Affidavit that the initial consumables to be provided upon delivery are not starter kits.</u></p> <p>9. <u>Notarized Affidavit indicating therein that there is will be no price increase of such consumables within the next three (3) year period, to be reckoned on the last tranche of delivery.</u></p> <ul style="list-style-type: none"> ➤ 3. Committee added additional requirement. ➤ 4. Committee changed the requirement for Service Center from Certification of Service Centers within Metro Manila to Certification of Regional Service Centers and List of Regional Service Center. ➤ 8 & 9 Additional Requirements added to the ITB clause 29.2 of the BDS.
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>There were no Discussions/Amendments made; and no further instructions were made by the BAC.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>There were no Discussions/Amendments made; and no further instructions were made by the BAC.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p><i>Prospective Bidders asked Chairperson if the schedule can change from 30 to 45 or 60 calendar days from the date indicated in the Notice to Proceed.</i></p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Warranty: Standard 1 year on parts and should be <u>or 360,000 copies whichever comes first.</u></p> <ul style="list-style-type: none"> ➤ Committee added a requirement for the warranty. <p>Service:</p>

~~There should be a service center within Metro Manila owned by the company Service level within 8 hours from notification. Must submit Certification of Regional Service Centers and List of Regional Service Centers.~~

On-site support shall be provided to the delivered items deployed in the NCR within eight (8) hours from verbal/written notification by the End-User. Carry-in support for regional deployment.

- *Committee changed the requirement for Service from There should be a service center within Metro Manila owned by the company Service level within 8 hours from notification to Must Submit Certification of Regional Service Centers and list of Regional Service Centers and amended the service level agreement.*

Consumables

~~Standard: To submit the following computation:~~

Toner – (yield and cost) must yield a minimum of 20,000 copies per cartridge with a maximum cost of Php 7,000.00



Drum/maintenance kits – (yield and cost) must yield a minimum of 100,000 copies with a maximum cost of Php 5,000.00

Developer – (yield and cost) must yield a minimum of 100,000 copies with a maximum cost of 5,000.00

Must submit Notarized Affidavit that the initial consumables to be provided upon delivery are not starter kits.

Must secure and submit a Notarized Affidavit indicating therein that there will be no price increase of such consumables within the next three (3) year period, to be reckoned on the last tranche of delivery.

- Prospective Bidders clarified if the amount of consumable is to be included in the determination of Lowest Calculated Bid.
- Prospective Bidders clarified if the price ceiling (price protection) for consumables is possible.
- *The Chairperson replied that the determination of LCB is based on the amount of machine only and the committee will issue a bid bulletin if there is a changes in determination of LCB and the price ceiling/price protection will consult with the End-User.*
- *Committee added additional requirement for consumables.*
- *The Chairperson informed the prospective bidders that during post qualification, a demo unit of the offered brand & model will be required to the Lowest Calculated Bidder.*

TERMS OF REFERENCE	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	<p>Annex H Bid Securing Declaration:</p> <p style="text-align: center;">To: Bureau of Fire Protection Agham Road, Barangay Bagong Pag-asa Quezon City PROCUREMENT SERVICE – DBM RR Road, Cristobal St., Madrigal Compound Paco, Manila</p> <p>➤ <i>The PMO-In-Charge informed the prospective bidders that the correct Info will issue on bid bulletin.</i></p>
III. OTHER DISCUSSIONS	
OTHER MATTERS	<i>The PMO-In-Charge emphasized to the prospective bidders that any changes on bidding document will issued via bid bulletin.</i>
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 04:10 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Thursday, July 05, 2018.
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <div style="text-align: center;">  ALDRICH G. LUNAG Ad Hoc Member </div> <div style="text-align: center; margin-top: 20px;">  KARLOU BORJA Provisional Member </div>

~~Not~~ Official Business
ATTY. MICHELLE B. RECTO
Regular Member


LEAH NIMFA M. VALDEZ
Vice Chairperson


DALISAY CONTRINA P. DELA CHICA
Chairperson