



MINUTES OF MEETING

Monday, 22 April 2019	10:00 AM	Audio Visual Room
-----------------------	----------	-------------------

MEETING CALLED BY	Bids and Awards Committee VIII																		
TYPE OF MEETING	Pre-Bid Conference																		
PROJECT	<table border="0"> <tr> <td>Reference No.</td> <td>Project Title</td> </tr> <tr> <td>PB No. 19-101-8:</td> <td>Supply and Delivery of HP Printer Consumables for the Procurement Service</td> </tr> </table>	Reference No.	Project Title	PB No. 19-101-8:	Supply and Delivery of HP Printer Consumables for the Procurement Service														
Reference No.	Project Title																		
PB No. 19-101-8:	Supply and Delivery of HP Printer Consumables for the Procurement Service																		
ATTENDEES	<table border="0"> <tr> <td colspan="2">Bids and Awards Committee VIII</td> </tr> <tr> <td>Engr. Jaime M. Navarrete, Jr.</td> <td>Chairperson</td> </tr> <tr> <td>Ms. Mary Norma E. Calderon</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Brian N. Gerona</td> <td>Ad Hoc Representative, CUSE</td> </tr> <tr> <td colspan="2">Procurement Division VIII</td> </tr> <tr> <td>Mr. Paul Armand A. Estrada</td> <td>Member</td> </tr> <tr> <td>Ms. Jamille Rae T. Baluyot</td> <td>Member</td> </tr> <tr> <td colspan="2">Bidder(s)</td> </tr> <tr> <td>Ms. Joyce Andrea Guanzon</td> <td>Integrated Computer Systems, Inc.</td> </tr> </table>	Bids and Awards Committee VIII		Engr. Jaime M. Navarrete, Jr.	Chairperson	Ms. Mary Norma E. Calderon	Provisional Member	Mr. Brian N. Gerona	Ad Hoc Representative, CUSE	Procurement Division VIII		Mr. Paul Armand A. Estrada	Member	Ms. Jamille Rae T. Baluyot	Member	Bidder(s)		Ms. Joyce Andrea Guanzon	Integrated Computer Systems, Inc.
Bids and Awards Committee VIII																			
Engr. Jaime M. Navarrete, Jr.	Chairperson																		
Ms. Mary Norma E. Calderon	Provisional Member																		
Mr. Brian N. Gerona	Ad Hoc Representative, CUSE																		
Procurement Division VIII																			
Mr. Paul Armand A. Estrada	Member																		
Ms. Jamille Rae T. Baluyot	Member																		
Bidder(s)																			
Ms. Joyce Andrea Guanzon	Integrated Computer Systems, Inc.																		
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:30 AM presided by the Chairperson.																		
COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.																		

DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	Page 43 Clause 5.4 XXX



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.

xxx

- ICS requested to be clarified if they already need to submit the attachments for the Single Largest Completed Contract.

Page 42
 Clause 29.2
 Item 2

xxx

Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable.

xxx

- The Representative from ICS requested to be clarified on the provision of Certificate under the Post Qualification document.
- The Committee clarified that they may require a Certificate of Distributorship coming from the Manufacturer to ensure that all items are original. Also, for the Certificate of Dealership, bidders must submit the Primary and Secondary Party Agreement from the dealer and manufacturer for validation purposes.

xxx

The awardee(s) must submit a soft copy (JPEG or PNG format, Picture – 640 x 480 pixel with white or plain background) of the color picture of the product/s upon receipt of the Notice of Award.

xxx

- ICS manifested that the submission of the said requirement is only applicable for new items.
- The BAC took note of the manifestation for discussion. Amendments shall be in the issuance of Supplemental Bid Bulletin.

GENERAL CONDITIONS OF THE CONTRACT	No further clarification.
SPECIAL CONDITIONS OF THE CONTRACT	No further clarification.
SCHEDULE OF REQUIREMENTS	No further clarification.

<p>TECHNICAL SPECIFICATIONS</p>	<ul style="list-style-type: none"> • ICS requested to be clarified on the part numbers – A and AC under the item description of HP Consumables. The same asked if PS will be accepting submission any of the two. • The same bidder manifested that as demand or volume increases, HP’s strategy is to release white box packages for its cost benefits. ➤ The Chairperson reiterated that if the amendment or acceptance was made into writing and was clarified during the previous negotiation, it will be acceptable for the new Public Bidding. ➤ The Chairperson required the bidder to submit a letter of request and clarification regarding the acceptance. ➤ The BAC shall issue a Bid Bulletin regarding the part numbers of the item description on the Technical Specifications. From there, the bidder may write regarding their clarifications.
<p>III. OTHER MATTERS</p>	
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> • ICS requested to be clarified if the order of the documents required as presented during the Pre Bid will be the same order used on their bid submission. ➤ The BAC replied in the negative. The Secretariat reiterated that the order is not necessary as long as all documents required are present. ➤ The Chairperson reiterated that bidders may or may not submit the attachments during the Opening of Bids. But as required, they must submit them on the Post Qualification stage. ➤ The Secretariat reminded the bidders on the submission of AFS. • ICS manifested that they may not be able to submit an updated AFS. However, they will write a letter of clarification regarding the said requirement.
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 11:40 AM.</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on April 22, 2019.</p>
<p>PREPARED BY</p>	<p>PROCUREMENT DIVISION VIII:</p> <p style="text-align: center;"><u>SGD.</u> MS. JAMILLE RAE T. BALUYOT Secretariat</p> <p style="text-align: center;"><u>SGD.</u> MR. PAUL ARMAND A. ESTRADA Member</p>

CERTIFIED CORRECT

BIDS AND AWARDSS COMMITTEE VIII:

SGD.
MS. MARY NORMA E. CALDERON
Provisional Member

SGD.
ENGR. JAIME M. NAVARRETE , JR.
Chairperson

SGD.
MR. BRIAN N. GERONA
Ad Hoc Representative, CUSE