



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



MINUTES OF MEETING

Thursday, March 28, 2019

1:30 PM

TWG ROOM

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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE 1 |
| TYPE OF MEETING | Pre-bid Conference |
| PROJECT | Supply and Delivery of Multifunction Printer for the Philippine Army (PA) |
| REFERENCE NO. | PB No. 19-109-1 |
| ATTENDEES | <p>Bids and Awards Committee 1 Paul Jasper V. De Guzman Vice-Chairperson Atty. Divina Gracia A. Bacal Regular Member Ray-ann V. Sorilla Provisional Member</p> <p>BAC Support Division Maybelline N. Galang Secretariat</p> <p>End-user(s) Maj. Lito Salanguste TWG, PA Col. Estela A Villa Representative, PA Sgt. Legaspi Representative, PA</p> <p>Bidder(s) Raymund Quintong QBPC Richel B. Agripa Infobann Communications Inc. Sheryl Galang Copy Data Lara Gonzales Pantronics Aiden Rojas SBMCI Fer Cortez Philcopy Sanny Belonio ASI Thess Temefia ASI Lovelee Manosor MDTI</p> |
| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Pre-bid conference started at 1:45 PM with the Vice-Chairperson presiding. 2. The BAC Secretariat acknowledged the presence of attendees. 3. Notice to Observers have been sent within the required period. However, |

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| | <p>none of them attended the activity. Notwithstanding the absence of observers and having established the required quorum, the BAC proceeded with the activity.</p> |
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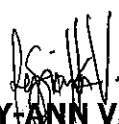
DISCUSSION

| I. BID DOCUMENTS | |
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| PRESENTATION | <p>The PMO-in-Charge proceeded with the presentation of the Bidding Documents since all the bidders confirmed that they are all familiar with the General Requirements for Procurement for Goods.</p> |
| INVITATION TO BID | <p>SECTION I NO DISCUSSION</p> |
| INSTRUCTIONS TO BIDDERS | <p>SECTION II NO DISCUSSION</p> |
| BID DATA SHEET | <p>SECTION III BDS Clause No. 5.4 Page No. 38</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 fifty percent (50%) of the ABC.</p> <ul style="list-style-type: none"> • A prospective bidder requested to reduce the requirement to at least 25% of the ABC or to aggregate the total amount of contracts. The committee took note of the concern and subject for further discussion. <p>BDS Clause No. 29.2 Page No. 43</p> <ul style="list-style-type: none"> • A prospective bidder asked if the required service center can be affiliated with other company. The committee in response instructed the bidder that they must certify the service center is duly authorized and will provide service to the product being offered. The requirement is subject for further discussion and will form part of the Supplemental Bid Bulletin to be issued. |

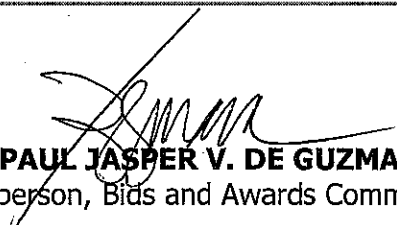
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| GENERAL CONDITIONS OF THE CONTRACT | SECTION IV NO DISCUSSION |
| SPECIAL CONDITIONS OF THE CONTRACT | SECTION V Page No. 62 Contact Persons: CPT Guy Ray G Madrid 09175120989/ MADRIDGRG@army.mil.ph madridgrg@army.mil.ph |
| SCHEDULE OF REQUIREMENTS | SECTION VI NO DISCUSSION |
| TECHNICAL SPECIFICATIONS | SECTION VII Page No. 71 <ul style="list-style-type: none"> • A prospective bidder asked if the end-user agency is using transparencies because the required warranty is two (2) years for parts and services. As it may damage the imaging unit. The End-user agency in response that they will possibly use transparencies but not on a regular basis. • A prospective bidder clarify the specific definition of Multifunction Printer. The Committee confirmed that is for Print, Scan and Copy and a bidder may submit a higher or better specifications. • A prospective bidder suggested to include the cost of consumables in the requirement to make sure that the cost of consumables is not more than the cost of the machine. The Committee took note of the concern and subject for further discussion. • A prospective bidder requested to reduce the Print Speed for at least 16ppm. The Committee took note of the concern and subject for further discussion. • A prospective bidder asked regarding the Energy Star requirement if there is a certification needed from manufacturer or just a product data sheet/brochure. The End-user in response that it is usually seen in the brochure and the Committee stated that it is enough to satisfy the requirement. • A prospective bidder asked regarding the warranty as the standard warranty in the market is One (1) year for parts and services. The Committee took note of the concern and subject for further |

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| | <p>discussion.</p> <ul style="list-style-type: none"> • A prospective bidder suggested to have a minimum number of pages for the imaging unit. The Committee took note of the concern and subject for further discussion. • A prospective bidder clarify regarding the delivery sites of the project. The End-user agency explained that the Supply and Delivery is in Taguig as indicated in the project sites and the distribution of the printers will be handled by them. • The Committee asked the prospective bidders if they can provide on-site technical support in Luzon. The bidders answered in affirmative. Also, a bidder asked what would be the supporting documents for that particular requirement. The Committee in response that a certification will be required and it will form part of the Supplemental Bid Bulletin to be issued. • The End-user suggested to add requirement for the Scan Quality to at least 300x300dpi. The bidders confirmed that they can comply with the requirement. |
| BIDDING FORMS | NO DISCUSSION |

| III. OTHER DISCUSSIONS | |
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| OTHER MATTERS | NONE |

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| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 2:40 PM |
| CERTIFICATION | We certify that the foregoing is true account of Pre-bid Conference conducted on March 28, 2019. |
| PREPARED BY | <p>The BAC Support Division</p> <p style="text-align: center;">  MS. RAY-ANN V. SORILLA Provisional Member </p> |

CERTIFIED CORRECT


MR. PAUL JASPER V. DE GUZMAN
Vice Chairperson, Bids and Awards Committee 1

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.