



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



MINUTES OF MEETING

April 8, 2019 1:30 PM TWG Conference Room

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Printing Equipment with Accessories and Consumables for the Department of Health – Knowledge Management and Information Technology Service (DOH-KMITS)
REFERENCE NO.	PB No. 19-113-5
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureñana Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member (PMO-in-charge)</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User’s Representatives Mr. Edwin Ubalde DOH-KMITS Mr. Noel Ferrer DOH-KMITS Mr. Michael Oliveros DOH-KMITS</p> <p>Prospective Bidders Ms. Rose Ann Marie Secnano ATI Ms. Lala Pondang ATI Ms. Aileen Herrera Multistiq</p>
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 1:33 AM with the Chairperson presiding. He then instructed the BAC Secretariat, Ms.



	<p>Andulan to acknowledge the presence of the attendees.</p> <p>2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</p>
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DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>The Chairperson explained that the requirements enumerated under BDS Clause 29.2 are the documents to be submitted by the bidder who has been declared to have the Lowest or Single Calculated Bid. He reminded them that these requirements are to be submitted within five (5) calendar days upon receipt of notice.</p> <p>Furthermore, he emphasized that the requirements therein that are required to be issued by the manufacturer itself must be strictly complied with. If, in case the certification is not written in English language, an authentication must be acquired from the Philippine Consulate of the country of its origin.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>11. Certification for Energy Efficiency that the brand being offered is compliant to the Green Procurement Act of the Government and</p>

	<p>Environmental Friendly.</p> <p>XXX</p> <p>The Chairperson stated that the aforementioned condition is required in every item to be bid under this public bidding.</p> <p>One of the prospective bidders stated that the bidding is only composed of one (1) lot. Hence, she asked if one (1) certification for energy sufficiency will be enough to cover all the items therein.</p> <p>The Chairperson answered that the public bidding is packaged per item, thus, one certification shall be required for every brand being offered.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Supply and Delivery of Printing Equipment with Accessories and Consumables Technical Specifications Page 71</p> <p>Item No. 1: Large Format Printer</p> <p>XXX</p> <ul style="list-style-type: none"> Resolution: 360 / 540 / 720 / 1440 <p>XXX</p> <p>A representative from ATI expressed that their Large Format starts with 540 and not with the 360 requirement.</p> <p>The Committee took note of this concern and stated that it will be subject to review of the End-User.</p> <p>XXX</p>

The agent from ATI stated that the technical specifications of their cutting machine cannot be reflected in their brochure however they guaranteed that the same is compliant with the requirement.

The Chairperson suggested that they should provide a data sheet to support their claim and also to guide the Technical Working Group (TWG) during evaluation of their bid proposal.

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Item No. 2: Cutting Machine

xxx

- Type of Command: HP-GL, HP-GL/2

xxx

The representative from ATI observed that the type of command for the cutting machine is specific to the brand of HP.

The Vice Chairperson then manifested that this requirement will be revisited and shall be referred to the End-User for analysis.

xxx





The PMOIC reminded the prospective bidders to fill out properly the Conformity with the Technical Specifications. She stated the word "comply" must be reflected in the column for bidder's statement of compliance and should be provided with the reference to support such observance. The reference must come from their brochure or their technical data sheet.

The PMOIC emphasized that failure to affix the full signature in every page of the Bid Form is a ground for rejection of their bid proposal.

Moreover, the Chairperson clarified that a Community Tax Certificate is not considered as a competent proof of identity for purposes of notarization of their documents, thus, they may refer to the 2004 Rules on Notarial Practice for reference. He explained that failure as well to comply with this is a ground for disqualification.

For the Omnibus Sworn Statement, he stated that there are ten (10) declarations provided therein. The tenth (10th) is allotted for their active contact details that will be used in case the BAC has to send them a notice. Such notice will be presumed received by them once it has been sent to their given contact details.

BID FORMS

OTHER MATTERS	The Chairperson manifested that the prospective bidders may write their clarifications through a letter until 11 April 2019. In case of modifications in the bidding document, the same will be incorporated in the bid bulletin that will be published on 15 April 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:53 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on April 8, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	 MS. JESSICA G. GAPUZ PMOIC, Bids and Awards Committee V  MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V  MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V