

MINUTES OF MEETING

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| Monday, November 25, 2019 | 2:00 PM | CONFERENCE C |
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| MEETING CALLED BY | BIDS AND AWARDS COMMITTEE 1 | |
| TYPE OF MEETING | Pre-bid Conference | |
| PROJECT | Supply and Delivery of Epson Printer Consumables for the Procurement Service (PS) | |
| REFERENCE NO. | PB No. 19-321-1 | |
| ATTENDEES | <p>Bids and Awards Committee 1 Engr. Rosana D. Yambao Atty. Divina Gracia A. Bacal Ray-ann V. Sorilla</p> <p>BAC Support Division Rodelio D. Mendez, Jr. Gerelyn Vergara</p> <p>Bidder(s) Sean So Kyra D. Ebojo</p> | <p>Chairperson Regular Member Provisional Member</p> <p>Secretariat Member</p> <p>ADECS ASDI</p> |
| CALL TO ORDER | <ol style="list-style-type: none"> The scheduled Pre-bid conference started at 2:05 PM with the Chairperson presiding. The BAC Secretariat asked the permission of the attendees to record the proceedings. The attendees answered in affirmative. The BAC Secretariat acknowledged the presence of attendees. Notice to Observers have been sent within the required period. However, none of them attended the activity. Notwithstanding the absence of observers and having established the required quorum, the BAC proceeded with the activity. | |

DISCUSSION

I. BID DOCUMENTS

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| PRESENTATION | The BAC Secretariat proceeded with the presentation of General Requirements of Government Procurement for Goods. |
| INVITATION TO BID | SECTION I NO DISCUSSION |
| INSTRUCTIONS TO BIDDERS | SECTION II NO DISCUSSION |
| BID DATA SHEET | <p>SECTION III</p> <p>BDS Clause No. 5.4 Page No. 39</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 Twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <u>Any contract for Supply and Delivery of Printer Consumables.</u></p> <ul style="list-style-type: none"> • A prospective bidder clarify if the similar contract does not pertain to any specific brand. The BAC answered in affirmative. • A prospective bidder clarify if the similar contract pertains to a Single Contract. The BAC answered in affirmative. • The BAC explained to the bidders that the project is One Lot and each item has Approved Budget for the Contract and if any bid exceeded per item it will not be accepted. • A prospective bidder clarify if Ribbon is considered as Consumables. The BAC answered in affirmative. |
| GENERAL CONDITIONS OF THE CONTRACT | SECTION IV NO DISCUSSION |

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| SPECIAL CONDITIONS OF THE CONTRACT | SECTION V NO DISCUSSION |
| SCHEDULE OF REQUIREMENTS | <p>SECTION VI Page No. 71</p> <ul style="list-style-type: none"> A prospective bidder asked if the Schedule of Delivery could be adjusted to Thirty (30) from Fifteen (15) Calendar Days. The BAC asked the bidder if Fifteen (15) Days is a standard delivery schedule. As it is a fast moving items, the BAC explained that during contract implementation, the BAC may contact the bidder to assure that there are sufficient stocks available before the issuance of Notice to Deliver. The BAC and the bidder agreed and the requirement is retained. |
| TECHNICAL SPECIFICATIONS | <p>SECTION VII Page No. 72</p> <ul style="list-style-type: none"> The Chairperson clarified the statement of Warranty for Inks in the packaging as the warranty for inks stated in Technical Specifications Form is "At least eighteen (18) months from the date of Acceptance. A prospective bidder stated that the warranty is indicated in the items. The Chairperson instructed the Provisional Member to check and verify the specific requirement. A prospective bidder explained that the expiration date is not stated. |
| BIDDING FORMS | NO DISCUSSION |

III. OTHER DISCUSSIONS

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| OTHER MATTERS | NO DISCUSSION |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 3:06 PM |

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| CERTIFICATION | We certify that the foregoing is true account of Pre-bid Conference conducted on November 25, 2019. |
| PREPARED BY | -SGD- MS. RAY-ANN V. SORILLA Provisional Member |
| CERTIFIED CORRECT | -SGD- ENGR. ROSANA D. YAMBAO 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.