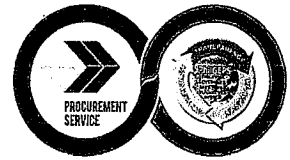




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Wednesday, October 17, 2018	2:00 PM	CONFERENCE ROOM B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE I	
TYPE OF MEETING	Prebid Conference	
PROJECT	<i>Supply and Delivery of Multifunction Printers for the Public Attorney's Office</i>	
REFERENCE NO.	PB 18-337-1	
	BIDS AND AWARDS COMMITTEE 1	
	Engr. Rosana D. Yambao	Chairperson
	Mr. Paul Jasper V. De Guzman	Vice-Chairperson
	Mr. Gerald D. Hingpis	Ad-Hoc Representative
	Ms. Gerelyn F. Vergara	Provisional Member
	PROCUREMENT DIVISION 1	
ATTENDEES	Mr. Rodelio D. Mendez Jr.	Secretariat
	Ms. Ray-ann V. Sorilla	
	Ms. Maybelline n. Galang	
	Mr. Jeff Anthony R. Llegue	
	Bidder(s):	
	Ms. Kemberly A. Cambri	The Value Systems Phils
	Mr. Dennis Rosario	Accel Prime Tech. Inc.
	Ms. Mylene Palalay	Business Machines Corporation
	Mr. Rhoniel Mahusay	Linked Network Solutions Inc.
	Ms. Mary Ann Sarreal	Canon
	Ms. Mariafer Batillan	ASI
	Ms. Thess Tereña	ASI

	1. The scheduled Prebid Conference started at 2:30 PM with the Chairperson presiding.
CALL TO ORDER	2. The Chairperson acknowledged the presence of the attendees. 3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.



DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
	Section III BDS Clause 29.2 Page 42 XXX 2. Value Added Tax Returns (Form 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last Two (2) months. XXX
BID DATA SHEET	<i>The Committee stated that the VAT returns should be within the last six months prior to Opening of Bids.</i> 6. List of Manufacturer-Authorized and Active Service Centers for the following areas: a) One in NCR and Certification of onsite service within forty eight (48) hours. b) Three (3) in Luzon c) Two (2) in Visayas d) Two (2) in Mindanao <i>The Committee reiterated that bidders should submit lists of the Manufacturer-Authorized Active Service centers and indicated in their certification of onsite services within forty eight (48) hours.</i>
GENERAL CONDITIONS	NO DISCUSSION

RDY

OF THE CONTRACT	
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
	<p>Section VII Agency Specifications Page 72</p> <ul style="list-style-type: none"> • A prospective bidder asked if the requirement is Ink Jet or Laser Printer. <i>PAO answered that it is an Ink Jet printer.</i> • A prospective bidder clarified that the draft mode requirement is mostly for laser printer. • A prospective bidders suggested that the "draft" requirement to be removed because it is not indicated in the brochure even if their printers can comply with the "draft" requirement. • A prospective bidder also suggested that if it will not be removed in the Technical Specifications requirement, the bidders may submit certification from the manufacturer that their printer can really comply with the "draft" requirement.
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> • A prospective bidder requested that the "processor speed" of the printer will limit to 288 MHz which is the standard speed of the printer instead of 360 MHz. • The prospective bidders suggested replacing the "Copies, Maximum" with "ADF Copies" because it cannot comply with up to 50 copies. <i>The Committee took note the concerns and subject for further discussion.</i> • PAO requested for additional one year warranty for the parts and labor for the printers. <i>The prospective bidders informed that the standard warranty for the printers is only for one year.</i>

BIDDING FORMS	NO DISCUSSION
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3: 55 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, October 17, 2018.
PREPARED BY	Procurement Division I:  MR. RODELIO D. MENDEZ JR. Secretariat
	 MR. PAUL JASPER V. DE GUZMAN Vice-Chairperson
CERTIFIED CORRECT	 ENGR. ROSANA D. YAMBAO Chairperson