



# MINUTES OF MEETING

<b>Wednesday, May 13, 2020</b>	<b>10:00 AM</b>	<b>Conference B/Video Conference</b>
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<b>MEETING CALLED BY</b>	<b>INTERNAL BIDS AND AWARDS COMMITTEE 1</b>
<b>TYPE OF MEETING</b>	<b>PRE-BID CONFERENCE</b>
<b>PROJECT</b>	<b>Supply, Delivery and Installation of Rental Units of Multi-Functional printers for Two (2) Years or 5,610,000 Copies for the Procurement Service (PS)</b>
<b>REFERENCE NO.</b>	<b>PB No. 004-2020</b>
<b>ATTENDEES</b>	<p><b>INTERNAL BIDS AND AWARDS COMMITTEE 1</b></p> <p>Atty. Michelle Anne B. Recto, LL.M. Chairperson, <i>mid-conference participation</i></p> <p>Joseph Conrad D. Dueñas Vice-Chairperson Mary Ann G. Peñaflor Regular Member Mark Anthony G. Huertas Provisional Member Engr. Berwin Paul S. Pagbilao Ad Hoc Member</p> <p><b>TECHNICAL WORKING GROUP</b></p> <p>Alvin L. Colambo TWG</p> <p><b>SECRETARIAT</b></p> <p>Rhazel Rigoroso Head Engr. Chamel Fiji C. Melo, LL.B. Member</p> <p><b>BIDDER/S</b></p> <p>Joyce Andrade Guanzon ICS Anthony Eugenio ICS Andrea Sy ICS Jamine Martin ICS Lilibeth Love Aquilon ICS Camille Ann Criado ICS Eden Bautista ICS Alicia Garfin ICS Gina-Gay Galapon ICS Chiqui Cardenas ICS Chris John Magdangal ICS</p>

<p><b>CALL OF ORDER</b></p>	<ul style="list-style-type: none"> <li>● The scheduled <b>Pre-Bid Conference started</b> at <b>10:22 AM</b> with the Vice-Chairperson presiding.</li> <li>● The Vice-Chairperson acknowledged the presence of all the attendees.</li> <li>● Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Vice-Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the iBAC proceeded with the scheduled pre-bid conference.</li> <li>● Having established the required quorum, the Vice-Chairperson first discussed the House Rules on video teleconferencing pertinent of which is that said conference is being recorded and subsequently, asked the representatives of a prospective bidder if they are already familiar with the government procurement. All of them confirmed it. In response the Vice-Chairperson instructed the Secretariat to proceed with the pre-bid presentation.</li> </ul>
<p><b>HIGHLIGHTS OF ACTIVITY</b></p>	<ul style="list-style-type: none"> <li>● The Secretariat proceeded with the discussion of the following requirements:             <ol style="list-style-type: none"> <li>1. PhilGEPS Certificate The Secretariat reminded the prospective bidders that they must submit a valid and not expired certificate. The prospective bidder may submit a not updated Annex A of PhilGEPS but must submit certified true copies of updated documents. The updated Annex A of PhilGEPS Certificate is required for post qualification.</li> <li>2. Statement of Single Largest Completed Contract Similar to the Contract to be Bid The Secretariat stated that under BDS Clause 5.4 similar contract shall refer to any contract for the <b>Supply or Lease of Multi-functional Printer</b> and that said contract should be a single contract equivalent to at least fifty percent (50%) of the ABC.                 <ul style="list-style-type: none"> <li>➢ A representative from the ICS inquired whether contracts for the supply of toner are acceptable as a similar contract. The iBAC responded that the definition of similar contract under BDS Clause 5.4 cannot be extremely liberalized so as to allow contracts for toners.</li> <li>➢ Another representative of ICS inquired whether the requirement under the above item is exclusive for government contracts or may either be government</li> </ul> </li> </ol> </li> </ul>

or private contract. The iBAC responded that the requirement under the above item may either be a government or private contract.

- A question was also raised by a representative of ICS whether a contract of a single-function printer be allowed under the requirement of Single Largest Completed Contract. The iBAC took note of the inquiry subject to the deliberation of the iBAC and the end-user. A decision of the said issue, if allowed by the end user, will be reflected in the Bid Bulletin.

3. Statement of All On-going and Awarded but not yet started Contracts

The Secretariat stated that the bidder must declare all on-going and Awarded but not yet started Contracts either government or private. The bidder must fill up the form attached as Annex "C-1" of the bidding documents.

4. NFCC or Committed Line of Credit

The Secretariat presented to the prospective bidder the computation for the NFCC. While if the prospective bidder opts to submit a Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

5. Joint Venture Agreement

The Secretariat stated that if a bidder will enter into a Joint Venture the bidder must fill out the form attached as Annex "E" of the bidding documents.

6. Bid Security

The Secretariat stated that the Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS.

7. Authority of Signatory

The Secretariat stated that the prospective bidder must have a duly authorized representative.

8. Financial Bid Form

The Secretariat stated that the bidder must fill up the form attached as Annex "A" of the bidding documents.

9. Marking and Packaging Suggestion

The Secretariat presented the suggested Marking and Packaging of the bid proposal/s.

- Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:

1. The Technical Specifications under Section VII of the bidding documents/Terms of Reference.

- A representative of ICS clarified whether the 5,610,000 copies are a combination of copy and

print to which the iBAC affirmed.

- The same representative inquired whether the 5,610,000 copies is a guaranteed volume since the contract stated that it must be a contract for two (2) years or for 5,610,000 copies whichever comes first. He clarified: what if after two (2) years the said copies have not been consumed? It was raised that there is a high probability that the supplier will suffer losses in the event of under consumption since their proposal is dependent or based upon the guaranteed volume of the client. The iBAC responded that if the duration of two years (2) has been completed even if the number of copies has not been reached the contract will be terminated. And as to the guaranteed volume, the iBAC will refer the same to the specific division (GSD, end-user) for the volume range. However, it will not be a specific estimate or a guaranteed quantity but more of a scientific projection or range.
- The representative of ICS also made a suggestion that with respect to incomprehensible print, text or image, blurring or smear or smudge it should be reported immediately to them so that it can be fixed by their service engineers without delay. Also, they may also diagnose the printers through their own system but their concern is that the client must clear first all confidential record which may be accessed through the system. The iBAC responded that the project has a mechanism for treating such incidents which can be found in the Terms of Reference and as to confidential documents the supplier's staff/engineers may be bound by a non-disclosure agreement. .

2. The Schedule of Requirements under Section VI of the bidding documents.

- A representative of ICS inquired if the delivery period of 30 calendar days from the receipt of notice to proceed can be changed to 60 calendar days. The iBAC responded that 60 calendar days is a no go. However, the iBAC stated that it will discuss the viability of a 45 calendar-day delivery subject to the deliberation

	<p style="text-align: center;">of the end-user.</p> <p>3. Bidding Forms</p> <ul style="list-style-type: none"> <li>➤ A representative of ICS clarified that in the Schedule of Prices for goods offered from within the Philippines column no. 5 which state quantity is equivalent to the volume and column no.9 to the total price per page, thus, guaranteed volume of the contract is required. iBAC responded that on the part of this procurement project the volume to be used should be 5,610,000 and the proposal should strictly be computed based on that volume. Anything lower than that will be a ground for disqualification. The volume to be discussed with the end-user is the actual range and not the volume itself since the volume for this particular procurement project is fixed at 5,610,000.</li> </ul> <ul style="list-style-type: none"> <li>● The TWG-in-Charge emphasized that documents for post-qualification under BDS Clause 29.2 should be submitted completely within the allowable period to facilitate prompt and smooth evaluation during the post-qualification phase.</li> <li>● Lastly, the Chairperson advised prospective bidders to make sure that their documents are complete and updated. If there are questions on the tax clearance or BIR forms or if ever there are anticipated issues on the documents, or further delays were incurred due to the ECQ or the extended ECQ, the same should be communicated so that the iBAC can take it up and see if some periods and requirements may be re-considered. Issues on renewal periods and license processing by virtue of the ECQ.</li> </ul>
<b>ADJOURNMENT</b>	<ul style="list-style-type: none"> <li>● Having no other matters for discussion, the meeting was adjourned at <b>11:39 AM.</b></li> </ul>
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li>● We certify that the foregoing is the true account of <b>PRE-BID CONFERENCE</b> conducted on Wednesday, May 13, 2020.</li> </ul>
<b>PREPARED BY</b>	<p><b>(SGD)</b>  <b>ENGR. CHAMEL FIJI C. MELO, LL.B.</b>  Secretariat</p>

**CERTIFIED CORRECT**

**(SGD)**  
**ENGR. BERWIN PAUL S. PAGBILAO**  
Ad Hoc Member

**(SGD)**  
**MARK ANTHONY G. HUERTAS**  
Provisional Member

**(SGD)**  
**MARY ANN G. PEÑAFLOR**  
Regular Member

**(SGD)**  
**JOSEPH CONDRAD D. DUEÑAS**  
Vice-Chairperson

**(SGD)**  
**ATTY. MICHELLE ANNE B. RECTO, LL.M.**  
Chairperson, Internal Bids and Awards Committee 1