



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



MINUTES OF MEETING

Thursday, November 29, 2018 2:00 PM CONFERENCE ROOM A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 4	
TYPE OF MEETING	Prebid Conference	
PROJECT	<i>Supply and Delivery of Various Toner Cartridges for Samsung Printers for the Procurement Service (Ordering Agreement)</i>	
REFERENCE NO.	PB 18-409-4	
ATTENDEES	BIDS AND AWARDS COMMITTEE 4 Engr. Estrellita G. Fule Atty. Divina Gracia A. Bacal Mr. Nikko C. Valenzona Mr. Dave Y. Valderrama Procurement Division 4 Ms. Rose Alvidale G. Ladlad Bidder(s): Mr. Paul G. Cortez	Chairperson Regular Member Provisional Member Ad-Hoc Representative PS Secretariat Columbia Technologies, Inc.
CALL TO ORDER	1. The scheduled Prebid Conference started at 2:00 PM with the Chairperson presiding. 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
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[Handwritten signatures]

PREBID CONFERENCE
 Public Bidding No. 18-409-4
Supply and Delivery of Various Toner Cartridges for Samsung Printers for the Procurement Service (Ordering Agreement)
 40 YEARS
 Tenth Years of Procurement Proficiency

<p>BID DATA SHEET</p>	<p>SECTION III BDS Clause No. 5.4 Page No. 38</p> <p>XXX For this purpose, similar contracts shall refer to <i>Any Contract for Supply and Delivery of Consumables for Printers.</i></p> <p>XXX</p> <p><i>The Provisional Member emphasized on the terms for the Similar Contract and inquired the attending bidders if they can comply with the requirement.</i></p> <p><i>The representative from Columbia Technologies, Inc. answered in the affirmative.</i></p> <p>BDS Clause No. 13.2 Page No. 40</p> <p>XXX <i>In case of a tie among bidders i.e. two or more bidders have been post-qualified as Lowest Calculated and Responsive Bid, the Procuring Entity will hold a tie-breaking process which shall be non-discretionary and non-discriminatory such that the same is based on sheer luck or chance. The Procuring Entity may use "draw lots" or similar methods of chance in accordance with GPPB Circular 06-2005.</i></p> <p>XXX</p> <p><i>The Provisional Member emphasized and explained the Tie-Breaking Mechanism, due to the product being sourced from a single manufacturer, the Offered Price may result into a tie.</i></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI Page No. 70-76</p> <p>XXX <i>Delivery Period: Within Fifteen (15) Calendar Days upon Receipt of Delivery Order</i></p> <p>XXX</p> <p><i>The Provisional Member discussed the Indicative Delivery Schedule emphasizing</i></p>

that since the 1st Bidding (PB No. 18-196-4) the delivery period of Fifteen (15) Calendar Days has been maintained.

The representative from Columbia Technologies, Inc. followed on another query, asking the BAC since the quantity for the Project is low, if it's possible to deliver all of the quantities for Items 2 and 3 in One delivery.

The Chairperson answered in the Negative.

SECTION VII
Page No. 77

XXX

Lot No.	Quantity		Item/Description	BIDDER'S STATEMENT OF COMPLIANCE
1	716	Carts	Toner Cart, Samsung MLT-D203L, Black	
	35	Carts	Toner Cart, Samsung MLT-D203U, Black	
	17	Carts	Toner Cart, Samsung SCX-6555A, Black	

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TECHNICAL SPECIFICATIONS

The representative from Columbia Technologies, Inc. manifested that Item No. 3 lacks a letter for the correct model code, emphasizing that the correct model will be SCX-D6555A not SCX-6555A.

The Provisional Member replied to the query of the Bidder, saying that when the Comptroller checking for the Availability of Funds records show the model is SCX-6555A.

The Chairperson instructed the Provisional Member to correct the said model and incorporate the changes to the Bidding Documents in the Bid Bulletin to be issued for the Project.

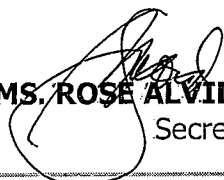


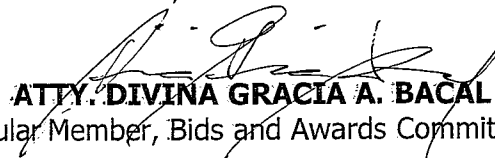

TERMS OF REFERENCE

NO DISCUSSION

BIDDING FORMS

Annex A
Bid Form

The Provisional Member emphasized that the additional form for Price Schedule has been added for bidders to fill out and to submit during the Opening of Bids.

II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:50 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Thursday, November 29, 2018.
PREPARED BY	Procurement Division 4:  MS. ROSE ALVIDALE G. LADLAD Secretariat
CERTIFIED CORRECT	 MR. DAVE Y. VALDERRAMA AdHoc Representative, Procurement Service  MR. NIKKO C. VALENZONA Provisional Member, Bids and Awards Committee 4  ATTY. DIVINA GRACIA A. BACAL Regular Member, Bids and Awards Committee 4  ENGR. ESTRELLITA G. FULE Chairperson, Bids and Awards Committee 4