



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



MINUTES OF MEETING

Thursday, November 29, 2018

01:30 PM

CONFERENCE C

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Copiers for the Professional Regulation Commission
REFERENCE NO.	PB 18-416-9
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE IX</p> <p>Dalisay Conrina P. Dela Chica Chairperson Leah Nimfa M. Valdez Vice-Chairperson Karlou Borja Provisional Member Aldrich G. Lunag Ad Hoc Member</p> <p>Procurement Division IX</p> <p>Rojim RJ C. Espere Member</p> <p>Bidders:</p> <p>Raymund Quintong Quartz Redgie Esmele Philcopy Christine Albandia Gakken Philippines Inc. Johann Mendoza Gakken Philippines Inc. Christina Parinas E-Copy Corporation Anya A. Ester The Value Systems Lara Gonzales Pantronics</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 02:15 PM with the Chairperson presiding. 2. The presence of the attendees was acknowledged. 3. The project was presented after the required quorum has been established.

DISCUSSION



I. DOCUMENTATIONS

DOCUMENTATIONS FROM PD IX

- Example of Updated Documents from PhilGEPS Presented
- Bidding Documents Presented

II. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS

There were no Discussions/Amendments made; and no further instructions were made by the BAC.

BID DATA SHEET

Clause 29.2 For purposes of Post-qualification the following documents shall be required:

~~xxx~~


6. Certification from the bidder indicating that the bidder has existing service centers near the PRC offices nationwide.
 - *The chairperson clarified to the prospective bidders that a List of Service Centers should be submitted.*
7. Notarized affidavit that the initial consumables to be provided upon delivery are not starter kits.
 - *The Chairperson informed the prospective bidders that the end-user will have the decide if the bidder will provide spare toner or the bundled toner will open during inspection.*
8. Notarized affidavit indicating therein that there will be no price increase of such consumables within the next three (3) year period, to be reckoned on the last tranche of delivery.
 - Prospective bidder clarified if the three (3) year period can be change to one (1) year.
9. Certification from manufacturer that the bidder is an authorized dealer/distributor of the manufacturer.
 - Prospective bidder clarified if it is notarized.

GENERAL CONDITIONS OF THE CONTRACT

There were no Discussions/Amendments made; and no further instructions were made by the BAC.

SPECIAL CONDITIONS OF THE CONTRACT

There were no Discussions/Amendments made; and no further instructions were made by the BAC.

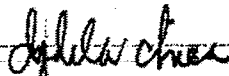
SCHEDULE OF REQUIREMENTS	There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TECHNICAL SPECIFICATIONS	<p>Consumables:</p> <p>Toner: must yield a minimum of 20,000 copies per cartridge with a maximum cost of Php 7,000.</p> <p>Drum: must yield a minimum of 100,000 copies per cartridge with a maximum cost of Php 5,000.</p> <p>Developer: must yield a minimum of 100,000 copies per cartridge with a maximum cost of Php 5,000.</p> <ul style="list-style-type: none"> • Prospective bidders clarified if the requirement for consumables can change to not more than 45 centavos per copy. ➤ <i>Prospective bidder replied to the clarification that it is applicable to rental of copier.</i> • Prospective bidders clarified if the dual pack is acceptable for toner to achieve the yield of 20,000 copies for the amount of 5,000 pesos. • Prospective bidder clarified that because they have different brand and model, the toner of their brand got higher yield than the requirement but with the higher cost.
TERMS OF REFERENCE	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
BIDDING FORMS	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
III. OTHER DISCUSSIONS	
OTHER MATTERS	There were no other Discussions/Amendments made; and no further instructions were made by the BAC.
ATTACHMENTS	"NONE"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 04:05 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-Bid Conference conducted on Thursday, November 29, 2018.
CERTIFIED CORRECT	<p>The Bids and Awards Committee IX</p> <p style="text-align: center;">  ALDRICH G. LUNAG Ad Hoc Member </p>



KARLOU BORJA
Provisional Member

ATTY. MICHELLE B. RECTO
Regular Member

LEAH NIMFA M. VALDEZ
Vice Chairperson



DALISAY CONTRINA P. DELA CHICA
Chairperson