

MINUTES OF MEETING

May 22, 2019	9:30 AM	Conference C
--------------	---------	--------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																				
TYPE OF MEETING	Pre-Bid Conference																				
PROJECT	Supply and Delivery of Various Toner Cartridges Consumables for Samsung HP Printers for the Procurement Service																				
REFERENCE NO.	PB No. 19-163-5																				
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Boycie F. Tarca</td> <td>Ad Hoc, Member</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Mr. Abelardo GonzaleZ</td> <td>Member</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidder:</p> <table> <tr> <td>Ms. Joan Guanzon</td> <td>ICS</td> </tr> </table> <p>Observer:</p> <table> <tr> <td>Mr. William Salazar</td> <td>HP Philippines</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Ms. Jessica G. Gapuz	Provisional Member	Mr. Boycie F. Tarca	Ad Hoc, Member	Engr. Yuji C. Hoshina	Member	Mr. Abelardo GonzaleZ	Member	Mr. Arnel B. Cunanan	Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Joan Guanzon	ICS	Mr. William Salazar	HP Philippines
Mr. Webster M. Laureñana	Chairperson																				
Mr. Jack G. Mercado	Vice Chairperson																				
Ms. Jessica G. Gapuz	Provisional Member																				
Mr. Boycie F. Tarca	Ad Hoc, Member																				
Engr. Yuji C. Hoshina	Member																				
Mr. Abelardo GonzaleZ	Member																				
Mr. Arnel B. Cunanan	Member																				
Ms. Rosemarie N. Andulan	Secretariat																				
Ms. Joan Guanzon	ICS																				
Mr. William Salazar	HP Philippines																				
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 9:52 AM with the Chairperson presiding. 2. Engr. Hoshina acknowledged the presence of the attendees. 3. It was also reported that observers were invited for this activity but none 																				

	<p>confirmed their attendance.</p> <p>4. Since the attendee is a frequent bidder of consumables, it was agreed to skip the discussion on the documentary requirements. The activity will just focus on the matters in the bidding documents that she wants to clarify.</p> <p>5. Thereafter, the Chairperson asked the PMOIC to discuss the technical specifications and the schedule of requirements in the bidding document.</p>
--	--

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<p>Ms. Guanzon of ICS observed that there is a miscalculation in the total price of Lot No. 5 which affects the total amount of the Approved Budget of the Contract (ABC).</p> <p>The PMOIC acknowledged the said observation and stated that this will be reviewed by the Committee.</p>
INSTRUCTION TO BIDDERS	<p>NO FURTHER DISCUSSION</p>
BID DATA SHEET	<p>Ms. Guanzon wanted to confirm if there is still a need to submit other Class A documents in case they opted to submit a valid and updated PhilGEPS Registration.</p> <p>The PMOIC answered that should they decide on submitting a valid and updated PhilGEPS Certificate, it is no longer necessary for them to submit other Class A documents.</p> <p>xxx</p> <p>During the discussion of the amount of the Bid Security in different forms, Ms. Guanzon sought to clarify if the miscalculation in the total amount of ABC could affect the amount of the Bid Security.</p> <p>The PMOIC took note of this inquiry and stated that this will be subject to review of the Committee. Furthermore, the Chairperson explained that in case a miscalculation is found in the total amount of the ABC, the amount of the Bid Security will likewise be affected.</p> <p>xxx</p> <p>BDS Clause 29.2</p>

Page 49

xxx

- 4.** Submission of evidences¹ (e.g. Product Brochure which must be in English) as proof of compliance with the bidder's actual offer, if applicable.

xxx

Ms. Guanzon asked if the aforementioned requirement is really necessary during Post-Qualification.

The Chairperson asserted that the said requirement is vital in the requirements. He then suggested that a product brochure may be issued by HP Philippines to support this requirement.

xxx

BDS Clause 32.4(f)
Page 49

xxx

The awardee must submit a soft copy (JPEG or PNG format, Picture- 640 x 480 pixel with white or plain background) of the color picture of the product/s upon receipt of the Notice of Award.

xxx

With regards to the aforementioned requirement, Ms. Guanzon inquired if there is still a need to submit the soft copy of the pictures of the item/s since it is all an existing product. Moreover, she averred that those pictures of the said products are not flashed in the Procurement Service (PS) Website.

The Chairperson noted this matter for inquiry with the Marketing and IT Division.

¹ In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "comply" must be supported by evidence in a bidders bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.

<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO FURTHER DISCUSSION</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Item No. 5: Toner Cartridge, HP CF217 Page 91</p> <p>Ms. Guanzon asked if the BAC can consider the contractual scheme of the above-mentioned item which is CF217AC. She clarified that this scheme is only available to those clients like the PS that avails a bulk orders, hence, in case the End-User opted to replace their order from PS, it can be easily distinguished from other item/s of other suppliers of cartridges.</p> <p>Furthermore, Mr. Salazar of HP Philippines asserted that the CF217AC is the most produced item of HP Philippines. The only difference of the contractual scheme to that of the HP CF217 is the packaging and nothing more.</p> <p>The Vice-Chairperson then asked if this contractual scheme likewise contain a serial number.</p> <p>Ms. Guanzon answered in the affirmative and stated that it is more likely a code. They can check in a database to make sure that the product is consistent with its code.</p> <p>Moreover, the Vice Chairperson wanted to ask if how the ICS can secure the authenticity of the product in case the client agency opted to return the same.</p> <p>Ms. Guanzon stated that aside from the delivery receipt, there is a secret marking in the packaging of their item/s that can assure them that the product is the one delivered to PS and eventually sold to the client agency. She explained that after receiving it from HP and before delivering it to PS, they still encrypt their own marking to secure the item/s. She likewise informed the Committee that they do not accept returns which are still well packaged. It must first be opened and confirmed that the same is defective.</p> <p>The Committee decided on verifying this matter to the Marketing Division.</p> <p>Xxx</p> <p>The Ad Hoc Member asked Ms. Guanzon on until what period will the consumable be useful after its expiration date.</p>

	<p>Ms. Guanzon explained that it does not actually expire. The date indicated therein is the warranty end date, meaning to say that it is best before that period comes.</p> <p>The Ad Hoc Member then asked if they can issue a certain certificate to support that claim.</p> <p>Ms. Guanzon stated that she will look into it and send it immediately to the Committee. She stated that in case the client agency ordered the consumables whose warranty is about to end, they can ask HP Philippines to extend the same.</p>
BIDDING FORMS	<p>The Vice Chairperson explained that each and every page of the Bid Form must be fully signed by the authorized representative. He stated that failure to comply with this requirement is a ground for disqualification.</p>
OTHER MATTERS	<p>The PMOIC then asked Mr. Salazar of HP Philippines if they have already provided the list of their distributors who can deliver their products in contractual scheme.</p> <p>Mr. Salazar acknowledged this matter and stated that they will provide for it as soon as possible.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 11:15 PM</p>
CERTIFICATION	<p>We certify that the foregoing is a true account of the Pre-bid Conference conducted on May 22, 2019.</p>
PREPARED BY	<p>The Procurement Division V:</p> <p style="text-align: center;">(SGD)</p> <p style="text-align: center;">MS. ROSEMARIE N. ANDULAN</p> <p style="text-align: center;">Secretariat</p>

CERTIFIED CORRECT

Bids and Awards Committee V:

(SGD)

MR. BOYCIE F. TARCA

Ad Hoc, Member

(SGD)

MS. JESSICA G. GAPUZ

Provisional Member

(SGD)

MR. JACK G. MERCADO

Vice Chairperson

(SGD)

MR. WEBSTER M. LAUREÑANA

Chairperson

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.