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Bids and Awards Committee IV

Minutes of Pre-Bid Conference

Project(s) : **Supply and Delivery of Multi-Function Copiers**
ABC : **PhP1,680,000.00**

Date & Time : **September 18, 2018; 10:30 A.M.**

Venue : **OASPASALS Room, 2nd Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City**

Present:

Bids and Awards Committee (BAC) IV: Asec. G.H. S. Ambat, Chairperson; and Ms. Sonia R. de Leon and Mr. Robertson M. Tuliao, Provisional Members

Procurement Management Service: Ms. Joyce Anne C. Morales, Technical Assistant; and Mr. Andrew M. Felipe and Ms. Phoebe Ann R. Wagan, Administrative Support (BAC Secretariat Division)

End-User Representative(s): Michelle Ann Maico (AS-AMD)

Observer(s): Jericho P. Bilaran (PAS-PD)

Prospective Bidder(s): 1. Raymund Quintong (Quartz Business Products Corporation); 2. Paul Caringal and Jhen Umali (Otus Copy Systems.); 3. Erwin Garado and Frances Sevillano (U-Brix Corporation); 4. Fernando Cortez (Philcopy Corporation); 5. Johann Mendoza (Gakken Phils.); and 6. Rowena Ibanez (Canon Phils.)

I CALL TO ORDER

Asec. G.H. S. Ambat, BAC IV Chairperson, presided and called the pre-bid conference to order at 10:32 A.M. The BAC Secretariat documented the minutes of meeting.

II CERTIFICATION OF QUORUM

The BAC IV Chairperson certified that the quorum of the BAC was present to transact business. She acknowledged the presence of the BAC members, BAC Secretariat, end-user representative, and observer, and made a roll call of the prospective bidders in the attendance registry.

III HIGHLIGHTS OF DISCUSSION

Ms. Phoebe Ann R. Wagan presented the details of the project thru a powerpoint presentation.

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59 The BAC IV Chairperson opened the floor for queries of prospective bidders.
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61 Mr. Paul Caringal (Otus Copy Systems) asked if the copy speed for the copiers can
62 be reduced from forty (40) copies per minute to thirty-five (35) copies per minute.
63 The BAC IV Chairperson said that the BAC will discuss it with the end-user and
64 prepare a bid bulletin if necessary.
65

66 Mr. Fernando Cortez (Philcopy Corporation) asked to increase the monthly duty
67 cycle of the copiers so that bidders could offer heavy duty type of copiers, and to
68 include in the technical specifications that the copiers should be brand new. The
69 BAC agreed to discuss it with the end-user and issue a bid bulletin in case of
70 revisions.
71

72 Mr. Johann Mendoza (Gakken Phils.) proposed to change the term "monthly duty
73 cycle" to "monthly average volume", remove the term "duty cycle" from the phrase
74 "memory duty cycle", convert free service warranty to lifetime free service, and base
75 the warranty on parts on the number of copies the copier will make. The BAC
76 agreed to remove the term "duty cycle" and make the service warranty a lifetime
77 free service. Other issues raised by Mr. Mendoza will be discussed by the BAC
78 together with the end-user and issue a bid bulletin in case of revisions.
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80 Mr. Erwin Garado (U-Brix Corporation) proposed to revise the 70,000 monthly duty
81 cycle of the copier from "minimum" to "maximum", and to remove the faxing as one
82 of the functions of the copier. The BAC agreed to issue a bid bulletin in case of
83 revisions.
84

85 Mr. Mendoza also asked for the unit of the consumables to be used since different
86 copiers includes different consumables. The BAC agreed to issue a bid bulletin in
87 case of revisions.
88

89 The BAC Secretariat informed the prospective bidders to send the clarifications
90 through a letter until September 21, 2018.
91

92 Having no other matters to discuss, the pre-bid conference was adjourned at 11:27
93 A.M.
94
95

96 Prepared by:

97
98 
99 ANDREW M. FELIPE
100 Administrative Support
101 BAC Secretariat Division
102

Reviewed and Noted by:

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104 
105 JAMES RONALD G. YBIERNAS
106 Project Development Officer III
107 BAC Secretariat Division
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Concurred by:
BIDS AND AWARDS COMMITTEE IV



G.H. S. AMBAT MFC 25 SMT
Assistant Secretary and Chairperson



SONIA R. DE LEON
Provisional Member



ROBERTSON M. TULIAO
Provisional Member

