



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcsa.gov.ph

Minutes of Pre- Bid Conference

Procurement of One (1) Year Lease of 28 Multi- Functional Photocopying Machines for PCSO Main Office and Extension Offices

Date: October 23, 2018 Time: 1:30 PM Place: BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
Atty. John Derek N. Porciuncula
DM Alegria Asuit

Provisional Member

Mr. Eugenio Jose, Jr.

Permanent TWG:

Atty. Salvador Justino Occiano
Ms. Ana Liza Manlapaz

Technical Working Group

Engr. Renier Luistro
Mr. Jasper Espino
Mr. Arnold Oiga
Mr. Mark Vergabera

Observer:

Mr. Albert Bensali - IAS

Secretariat

Ms. Marileth S. Rodriguez
Ms. Marifi Baladad
Ms. Jennie R. Nabong
Ms. Ava Catherine T. Ordillano
Mr. Narciso Maniquis

Support Group:

Ms. Erika Laine Ong
Ms. Joana Marie Perez
Ms. Daisy Barrios

Others:

Ms. Liezel Mejia – Photopro Trading
Ms. Mary Joyce Nagpacan – E. Copy Corp.
Mr. Gerlad Yacat – E Copy Corp.
Mr. June Toribio – Fourhills
Ms. Emilye Castro- Otus Copy Systems
Mr. Paul Ryan Caringal – Otus Copy Systems
Ms. Jennefer Calayag – Otus Copy Systems
Ms. Katrina Masangkay – UBIX Corp.

Absent:

Atty. Marissa O. Medrano
Dr. Jose Bernardo Gochoco, Jr.
Mr. Francis Albert Enriquez
Mr. Roderick A. Ydel
Ms. Jennifer A. Ilao

| Item No. | AGENDA ITEM | HIGHLIGHTS/ ISSUES/ CONCERNS | AGREED ACTION | RESPONSIBLE PERSON/S | TIMELINE | |
|----------|---|---|---------------|----------------------|------------|----------|
| | | | | | Time Start | Time End |
| 1. | <p>Pre-Bid Conference for the Procurement of One (1) Year Lease of Twenty-Eight (28) Multi-Functional Photocopying Machines for PCSO Main Office and Extension Offices</p> <p>ABC: Php 1,503,840.00</p> | <p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from Internal Audit Services and the representatives from prospective bidders.</p> <p>The Chairperson inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the notices were presented to the Committee.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding requirements for the procurement particularly the Eligibility Requirements, the Technical and Financial Components and to allow the prospective bidders to ask clarificatory questions.</p> | | | | |

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| | | <p>The Secretariat headed by Ms. Marileth S. Rodriguez explained to the prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p> <ol style="list-style-type: none"> 1. ABC of the Procurement in the amount of Php 1,503,840.00; 2. Specifications of the procurement; and, 3. Demonstration of sealing and marking of envelopes. <p>Mr. Maniquis demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Ms. Rodriguez conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the key was enclosed in an envelope duly sealed and signed by the Committee along with the IAS Representative, Mr. Albert Bensali.</p> | | | | |

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| 2. | Queries of the Prospective Bidders during the Pre-Bid Conference | <p>During the Pre-Bid Conference, questions related to the required attachments and the Technical Specifications were raised by the prospective Bidders which were answered by the TWG, as follows:</p> <ol style="list-style-type: none"> 1. A representative from E Copy Corp., Ms. Mary Joyce Nagpacan asked if the Committee can lessen the copier's speed limit from 40-50 pages per minute to 35-50 pages per minute (ppm)? Same query from Fourhills request to adjust speed limit from 40-50 to 35-50 ppm 2. Mr. Paul Ryan Caringal of Otus Copy Systems asked for clarification on the Technical Specifications No. 3 (Copy Speed) and No. 11 (Printing Speed) should be aligned in terms of speed of multi-function devices in terms of copying, printing and scanning. | | | | |

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| | | <p>Mr. Caringal also would like to clarify on Technical Specification No. 1, "one brand and limited to 2 models".</p> <p>They would like to request that Technical Specification No. 9 (page 76), to lower the Automatic Document Feeder from 100 sheets to 60 sheets. Same query also from Fourhills.</p> <p>3. UBIX representative if the BAC can reconsider the ranging of speed per requirement of each unit?</p> <p>Do we need to attach contract for Single Largest and On-going contract?</p> <p>4. Ms. Liezel Mejia of Photopro inquired if OEM Manufacturing date can be adjusted from 4 years or less?</p> <p>Same query from E-copy, Fourhills and UBIX.</p> | <p>The Committee directed the TWG to comment on all the queries/clarifications raised by the bidders.</p> <p>The Committee will accept written queries until October 26, 2018.</p> <p>TWG was directed to submit their reply to bidders queries/questions on or before October 29, 2018.</p> <p>Issuance of Supplemental Bid Bulletin No. 2, if necessary shall be made not later than October 31, 2018.</p> | | | |

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| | | <p>At the end of the Pre-Bid Conference, the prospective bidders were given forms for their queries/questions and clarifications.</p> <p>Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p> | | | | |

Pre-Bid Conference for the project was adjourned at 2:45 pm.

Prepared by:


DAISY G. BARRIOS

Attested by:


MARILETH S. RODRIGUEZ
 Head, BAC Secretariat



Approved:



LAURO A. PATIAG
Chairperson



ALEGRIA A. ASUIT
Member



JOHN DEREK N. PORCIUNCULA
Member



EUGENIO JOSE JR.
Provisional Member

(on-official-business)
MARISSA O. MEDRANO
Vice-Chairperson

(on-official- business)
JOSE BERNARDO GOCHOCO, JR., M.D.
Member