



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Deputy Ombudsman for the Military
and Other Law Enforcement Offices
Agham Road, Diliman, Quezon City, 1101

BIDS AND AWARDS COMMITTEE
EXCERPTS OF THE MINUTES OF THE
PRE-BID CONFERENCE FOR PB 2018-03¹
HELD ON 26 JULY 2018

At the Pre-Bid Conference for PB 2018-03: Public Bidding for the Procurement of Various Office Equipment (Photocopying Machine & Digital Duplicator) for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) conducted by the Bids and Awards Committee of the OMB-MOLEO (MOLEO BAC), duly convened and held on 26 July 2018 during which meeting a quorum was present and acting throughout, the following material incidents took place:

1. The attendees to the meeting were recognized, to include the MOLEO BAC members, Technical Working Group (TWG) members, MOLEO BAC Secretariat, observers, and representatives of several prospective bidders;
2. The project to be bid was introduced and explained, to include the number of lots, the total Approved Budget for the Contract (ABC) and the ABC for each lot, and the items to be purchased;
3. The contents of the Bidding Documents, as published, were discussed extensively by the MOLEO BAC and TWG, more particularly the Bid Data Sheet, Bid Forms, and Technical Specifications;
4. Queries regarding the technical specifications were raised and discussed, to wit:
 - a. Photocopying Machine
 - i. The capacity requirement of the Hard Disk;
 - ii. The number of Input Paper Capacity trays and cassettes;
 - iii. The type of finisher that is required;
 - iv. The warranty requirement; and
 - v. The requirement that the supplier must have been in IT business for at least 5 years.
 - b. Digital Duplicator
 - i. The requirement that the supplier must have been in IT business for at least 5 years;
 - ii. The Master Disposal Capacity;
 - iii. The Print Speed requirement;
 - iv. The number of free inks required as part of the package; and
 - v. The warranty requirement.
5. After discussion by the MOLEO BAC and TWG after the suppliers had already left, the MOLEO BAC resolved to adjust only the following in the specifications of the items to be purchased to:
 - a. Photocopying Machine

¹ Public Bidding of 2nd Quarter General Office Supplies for FY 2017 for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices.

- i. Input Paper Capacity: Four 500-sheets universal paper cassette and one minimum of 100 sheets multi-purpose tray;
 - ii. Staple finisher;
 - iii. No copier table;
 - iv. Warranty on the machine and spare parts: 2 years warranty or 1,000,000 copies/print/scan whichever comes first; and
 - v. The supplier must have been in the business of selling business machines for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered.
- b. Digital Duplicator
 - i. The supplier must have been in the business of selling business machines for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered;
 - ii. Print Speed requirement: 150 ppm; and
 - iii. Additional five (5) free inks aside from the initial consumables.


LUISA A. RABANG

Chairperson, MOLEO BAC Secretariat

Noted:


ALAN R. CAÑARES
Chairperson, MOLEO BAC