



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 2018-04¹
HELD ON 16 AUGUST 2018

At the Pre-Bid Conference for PB 2018-04: **Public Re-Bidding for the Supply & Delivery of 2nd Quarter Office Supplies (Lot 2: Toners) 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 16 August 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, to wit: Quartz Business Products, Inc; Doña Alejandra Inc.; Contact Point Inc.; and ICSI;
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 documentary requirements and technical specifications were raised and discussed, to wit:
 - a. As to whether the requirement is only a Written Sworn Statement of the Supplier that their company is an authorized reseller/dealer of Samsung Toners/Ink Cartridges or a Manufacturer's Certification, the BAC took note of the difference of a Written Sworn Statement of the Supplier from a Manufacturer's Certification, which was then discussed and decided upon by the BAC and TWG after the prospective bidders have already left;
 - b. As to the Single Largest Completed Contract:
 - i. Queries as to what the similar contracts refer to for purposes of computing the Single Largest Completed Contract and whether the term similar contracts may also pertain to ICT equipment as a whole, for which the BAC clarified that the term similar contracts refers to inks and toners only, and cannot refer to all ICT equipment;
 - ii. Whether the SLCC may pertain to contracts with both government and private entities, for which the BAC explained that the contract needed for the SLCC may refer to contracts

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entered into by the supplier with either private or government entities;

- c. Whether the licenses and permits attached to the PhilGEPS certificate to be submitted during bid opening will also be attached to the documents submitted for bid opening, for which the BAC explained that the originals of the licenses and permits attached to the PhilGEPS certificate are needed to be shown during the post qualification stage; and
 - d. Whether the form of the Omnibus Sworn Statement to be used is the one included in the published Bidding Documents which was then discussed and decided upon by the BAC and TWG after the prospective bidders have already left.
5. Several prospective bidders also requested for soft copies of the published Bidding Documents, which was immediately given.
 6. During the discussion by the MOLEO BAC and TWG after the suppliers had already left, the MOLEO BAC resolved not to amend the requirements and technical specifications as already published in the Bidding Documents.


LUISA A. RABANG
Head, MOLEO BAC Secretariat

Noted:


ALAN R. CAÑARES
Chairperson, MOLEO BAC