



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 2018-01¹
HELD ON 27 JUNE 2018**

At the Pre-Bid Conference for PB 2018-01: Public Bidding for the Supply and Delivery of 2nd Quarter Office Supplies 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 27 June 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
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;
5. After the suppliers had already left, the MOLEO BAC discussed the points raised and resolved to amend the technical specifications of the items to be purchased as follows:

LOT 1-GENERAL OFFICE SUPPLIES			
SEQ	UNIT	QTY.	OMB-MOLEO SPECIFICATIONS
			ADHESIVES
1	jars	60	Glue, <u>250</u> grms.
2	jars	60	Paste, Solid, 200g., with applicator
3	rolls	100	Tape, Masking, 1" x <u>50 yards</u>
4	rolls	200	Tape, Packaging, 2" x <u>50 yards</u>
5	rolls	250	Tape, Transparent, 1" x <u>50 yards</u>
6	rolls	24	Tape, Duct, 2" x 50m
			COMPUTER/PRINTER SUPPLIES/PERIPHERALS
7	pcs.	12	Computer Mouse, optical
8	pcs.	24	Flash Drive, <u>at least</u> 2gb capacity, Plug & play
9	pcs.	24	Flash Drive, <u>at least</u> 4gb capacity, Plug & play
			ELECTRONICS
10	packs	100	Battery, AAA, Alkaline, 2 pcs/pack
			FASTENING DEVICE
11	bxes.	24	Clip, Bulldog, 3"
12	bxes	100	Clip, binder/backfold, 2", 12 pcs./box

¹ Public Bidding for the Supply and Delivery of 2nd Quarter Office Supplies for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO).

² Representatives of: Quartz Business Products; Boc's Trading Co. Inc.; and Center Point Sales & Trading Inc.

13	bx	100	<u>Paper Clip, Small, 33mm, Vinyl coated</u>
			FILE FOLDER/BOX
14	pcs.	460	Folder/Lever Arch File Data Binder, Dark Blue, Ring lock, 3" x 9" x 15"
15	pcs.	300	Folder, Morocco, Letter size, With plastic grip, Color: Blue and Red
16	pcs.	1000	Folder, tagboard, short, smooth finish, 14 pts.
17	pcs.	1600	Data File Box, Box with cover, Legal size, Color: Blue or Black <u>(with plastic pocket for label 5"x8")</u>
			PLASTIC WRAP
18	roll	1	Plastic Cover, 50 meters/roll, Transparent, Gauge #4
			PAPER SUPPLIES FOR WRITING AND PRINTING
19	pcs	100	Cartolina, Color: White, 22 1/2" x 28 1/2", 74 lbs.
20	bx.	2	Envelope, Documentary, 9" x 12", Short, 500/box, 150 lbs.
21	bx.	20	Envelope, expanding, 10" x 15", legal w/ elastic strap, 100/box
22	packs	100	Special Paper, 120 gsm., Beige, Letter size
			SANITIZER/DISINFECTANT /CHEMICAL PRODUCTS
23	cans	60	Air Freshener, 280ml/can, orange & lemon scent
24	cans	60	Air Freshener, For cars, 70g., Orange and Lemon variant
			SEMI-EXPENDABLE ITEMS
25	pcs.	12	Stamp Pad, Metal case, 6" L x 4"W, <u>dry, #2</u>
			INK SUPPLIES
26	pcs.	24	Numbering Machine Ink, 28g., <u>for metal numbering machine</u>
27	btls	30	Stamp Pad Ink, With brush, 50 ml., Color: Purple
			WRITING SUPPLIES/TOOLS
28	pcs	350	Ballpoint Pen, Black, Non-bleed, Original, Ribbed finger grip, Fine point
29	pcs	200	Ballpoint Pen, Blue, Non-bleed, Original, Ribbed finger grip, Fine point
30	pcs.	150	Ballpoint Pen, Red, Non-bleed, Original, Ribbed finger grip, Fine point
31	btls.	60	Correction Fluid, 15ml., Water based
32	pcs.	60	Eraser, Rubber, Dimension: 58mm x 18mm x 8mm minimum, For pencil, Heavy duty
33	pcs.	60	Marking Pen, Permanent, Black, Medium point, Bullet/felt tip, Non-toxic
34	pcs.	60	Marking Pen, Permanent, Blue, Medium point, Bullet/felt tip, Non-toxic
35	pcs.	150	Sign Pen, Black, Original, <u>Liquid-type</u> , 0.5 mm. rollerball, Needle tip, Rubber grip / non-blot
36	pcs.	150	Sign Pen, Blue, Original, <u>Liquid-type</u> , 0.5 mm. rollerball, Needle tip, Rubber grip / non-blot
37	pcs.	150	Sign Pen, Black, Original, <u>Liquid-type</u> , 0.7 mm. rollerball, Needle tip, Rubber grip / non-blot
38	pcs.	150	Sign Pen, Blue, Original, <u>Liquid-type</u> , 0.7 mm. rollerball, Needle tip, Rubber grip / non-blot
			COPY PAPER
39	reams	600	Paper, Short, Copy, 80-85 gsm, 500 pcs/ream, white

LOT 2-TONERS			
SEQ	UNIT	QTY.	OMB-MOLEO SPECIFICATIONS
1	pcs	100	TONER, <u>MLT-D203E</u> , For Samsung Pro Express <u>SL-M3820ND</u> printer, Original
2	pcs	6	TONER, <u>MLT-D358S</u> , For Samsung Multi-Express M5370LX printer, Original
3	pcs	4	TONER, MLT-D303E, For Samsung Multi-Express M4580 printer, Original
4	pcs	12	TONER, <u>CLT-K603L</u> , Black, For Samsung Pro Express <u>SLC4010ND</u> printer
5	pcs	8	TONER, <u>CLT-C603L</u> , Cyan, For Samsung Pro Express SLC4010ND, Original

6	pcs	8	TONER, <u>CLT-Y603L</u> , Yellow, For Samsung Pro Express SLC4010ND printer, Original
7	pcs	8	TONER, <u>CLT-M603L</u> , Magenta, For Samsung Pro Express SLC4010ND printer, Original
Other Requirements for Toners: Written Sworn Statement of the Supplier that their company is an authorized reseller/dealer of Samsung Toners/Ink Cartridges			


LUISA A. RABANG
Chairperson, MOLEO BAC Secretariat

Noted:


ALAN R. CAÑARES
Chairperson, MOLEO BAC