



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
PUBLIC BIDDING FOR THE QUARTERLY CY 2019 GENERAL OFFICE
SUPPLIES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN
(PB 2019-10)**

**APPROVED BUDGET FOR THE CONTRACT:
TWO MILLION EIGHTY ONE THOUSAND FOUR HUNDRED SEVENTY FIVE PESOS
(PHP 2,081,475.00)**

30 April 2019, Hearing Room, 2:30 P.M.

The Pre-Bid Conference started at 2:41 p.m. with an introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

A.O. MARIBETH T. PADIOS	- Chairperson
DIR. MARY RAWNSLE V. LOPEZ	- Member
DIR. NELLIE P. BOGUEN-GOLEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member
ATTY. JULIEVER ROQUE LAMUG	- Member

The Technical Working Group:

ATTY. SYLVIA A. SEVERO-PARAISO	- Chairperson
MR. CHRISTIAN L. NAVARRO	- Member

The BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member
MR. ROMMEL T. NAKANOMI	- Member
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	- Member

Ms. Cofino likewise announced the presence of five (5) prospective bidders, to wit:
1) INTEGRATED COMPUTER SYSTEMS, INC. represented by Ms. Camille Ann Criano, 2) QUARTZ BUSINESS PRODUCTS CORP. represented by Mr. Raymund Quintong; 3) PBT TECHNOLOGY SOLUTIONS, INC. represented by Ms. Jean Nagaño; 4) BOC'S TRADING CO., INC. represented by Ms. Aileen Liwag; and, 5) PURITY PAPER INC. represented by Ms. Lourdes Hipe.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 22 April 2019.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO)
 - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)

- c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
- d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
- e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Gerhard G. Basco (OMBEA Representative).

With the presence of the Chairperson and five (5) Members of the Bids and Awards Committee (BAC) and the Chairperson and a Member of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Atty. Sylvia A Severo-Paraiso, TWG Chairperson, proceeded with the presentation of the Invitation to Bid, Eligibility requirements, and Post-Qualification documents. AO Padios asked the prospective bidders if they had questions on the presentation

Then Mr. Christian L. Navarro, TWG Member, presented the technical specifications for each lot.

Atty. Severo-Paraiso then presented the OMB Bid Form Nos. 2A, 2B, and 2C (Financial Proposals) and showed the bidders how to properly calculate their bids.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
ELIGIBILITY REQUIREMENTS POST-QUALIFICATION DOCUMENTS	BOC'S TRADING CO., INC. (Ms. Aileen Liwag): The expiration date of our PhilGEPS Certificate is on July. However, our Income Tax Return and Mayor's Permit are not yet updated in the said Certificate. Should we just submit these documents during the Post Qualification?	BAC: During the Opening of Bids, please attach to your PhilGEPS Registration a photocopy of your latest documents.
	QUARTZ BUSINESS PRODUCTS CORPORATION. (Mr. Raymund Quintong): Just a clarification on the SLCC and on the Mayor's Permit: In your bid documents, the stated requirement is <i>Statement of bidder's Single Largest Completed Contract (SLCC), within the year 2013 to present, similar to the contract to be bid, except under conditions provided for in Sec. 23.4.1.3 and 23.4.2.4 of the 2016 IRR, RA 9184,</i>	BAC: Thank you for that observation. That is for five years so it should be 2014 to present. We will make the necessary corrections in the bidding documents.


	<p><i>within the year 2014 to present.</i> Which one should we follow, 2013 or 2014?</p> <p>How about the Mayor's/Business Permit?</p>	<p>The Mayor's/Business Permit should be for the year 2019.</p>
	<p>INTEGRATED COMPUTER SYSTEMS, INC. (Ms. Camille Ann Criano): I would just to clarify, if we submit a Secretary's Certificate, should we still submit a Special Power of Attorney (SPA)?</p>	<p>BAC: If your company is a Corporation, the Secretary's Certificate will designate the authorized representative. If the authorized person cannot attend the proceedings, that is the time that the Special Power of Attorney will be needed.</p>
TECHNICAL PROPOSAL	<p>BOC'S TRADING CO., INC. (Ms. Liwag): What type of pencil sharpener do you need? Is this the one that you screw on the table?</p>	<p>TWG (Mr. Navarro): Yes.</p>
	<p>PURITY PAPER INC. (Ms. Lourdes Hipe): For the required DOST Certificate, is the certificate per paper type/size or may we only submit one certificate (for Legal size only)?</p>	<p>TWG (Mr. Navarro): You may submit only one certificate.</p>
	<p>QUARTZ BUSINESS PRODUCTS CORPORATION. (Mr. Raymund Quintong): For item number 2: <i>30 pcs. Toner cartridge, Samsung D119S</i>, the item has already a new part number, which is SU864A and the description is now <u>Samsung MLT D119S.</u></p>	<p>TWG (Mr. Navarro): We will verify this information and issue a Supplemental/Bid Bulletin on this, if necessary.</p>
	<p>INTEGRATED COMPUTER SYSTEMS, INC. (Ms. Criano): For Lot 3, may we request that the delivery period be extended from 30 to 45 calendar days?</p>	<p>BAC: We will take note of your request and issue a Supplemental/Bid Bulletin on this, if necessary.</p>

AO Padios reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat. She also emphasized that all tick boxes in OMB Bid Form Nos. 1A, 1B and 1C (Technical Proposals) should be ticked to signify compliance with the Office's technical specifications.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

There being no more further queries, the Pre-Bid Conference for the Public Bidding for the Quarterly CY 2019 General Office Supplies Requirement of the Office of the Ombudsman (PB 2019-10) was adjourned at 3:10 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
Member, BAC Secretariat


BIDS AND AWARDS COMMITTEE


JULIEVER ROQUE LAMUG
Member


JANET CABIGAS-VEJERANO
Member


LORENZO G. VERGARA
Member


NELLIE P. BOGUEN-GOLEZ
Member


MARY RAWNSLE V. LOPEZ
Member

ADORIE T. CORNITO
Vice-Chairperson


MARIBETH T. PADIOS
Chairperson