



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1105

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING FOR
THE ONE (1) YEAR RENTAL OF PHOTOCOPYING MACHINES FOR THE
OFFICE OF THE OMBUDSMAN (PB 2019-14)**

**APPROVED BUDGET FOR THE CONTRACT:
NINE MILLION EIGHT HUNDRED SEVENTY-EIGHT THOUSAND TWO
HUNDRED EIGHTY PESOS AND NINETY-FIVE CENTAVOS
(PHP9,878,280.95)**

20 May 2019, Hearing Room, 1:30 P.M.

The Pre-Bid Conference started at 1:58 p.m. with an invocation led by Ms. Joan DC. Escalada, Member, BAC Secretariat. It was followed by the introduction of the parties in attendance by Ms. Ronalyn S. Calayo, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

DIR. ADORIE T. CORNITO	- Vice-Chairperson
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:

DIR. EMMANUEL O. VERGARA	- Chairperson
MR. MARIANO B. AQUINO	- Member
MS. LUDY L. CAPUYAN	- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	-Member

Ms. Calayo likewise announced the presence of six (6) prospective bidders, to wit: 1) GAKKEN PHILIPPINES INC. represented by Mr. Andrew De Luna; 2) INTEGRATED COMPUTER SYSTEMS INC. represented by Ms. Camille Ann Criado and Mr. Jade Roxas; 3) COPY DATA SYSTEMS CORP. represented by Ms. Grace Adelan; 4) HP PHILIPPINES represented by Mr. John Samson; 5) OTOS COPY SYSTEMS represented by Mr. Paul Caringal and Ms. Claire Joseph; and 6) QUARTZ BUSINESS PRODUCTS CORP. represented by Mr. Raymund Quintong.

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

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 10 May 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, Phil. Chamber of Commerce and 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 (President, OMBEA)

With the presence of the Vice-Chairperson and four (4) Members of the Bids and Awards Committee and the three (3) Members of the Technical Working Group (TWG) with the Chairperson in attendance, a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by Dir. Adorie T. Cornito, BAC Vice-Chairperson. She then turned over the discussion to the TWG.

Dir. Emmanuel O. Vergara, TWG Chairperson, proceeded with the presentation of the Invitation to Bid Eligibility requirements and Post-Qualification documents. Atty. Lorenzo G. Vergara, BAC Member asked the prospective bidders if they had questions on the presentation.

Dir. Emmanuel O. Vergara TWG Chairperson presented the technical specifications (Ombudsman Bid Form no. 1) and financial proposal (Ombudsman Bid Form no. 2).

Atty. Lorenzo G. Vergara BAC Member also reminded the prospective bidders to submit the schedule of prices attached on their financial proposals, failure to submit the said documents shall be ground for the rejection of their bid.

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	OTOS COPY SYSTEMS (Mr. Paul Caringal): Clarification on the Statement of all on-going government and private contracts, should we attach all of the Notice to Proceed, Notice of Award and/or Contracts? And on the PhilGEPS Certificate to be submitted, should it be original or just a certified true copy?	BAC: Yes, the bidder should submit a Notice of Award or Contract Agreement and Notice to Proceed. For the PhilGEPS Certificate, the bidder should submit a certified true copy only.
TECHNICAL PROPOSAL	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): Just for verification on the supplies toners of the photocopying machines is it original or manufactured?	TWG: The toners to be delivered should be original.
	HP PHILIPPINES (Mr. John Samson): Suggested to submit a certificate from the manufacturer for the toners to be delivered, to make sure that the toners are all original.	BAC: The TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.

TECHNICAL PROPOSAL	<p>INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): For Clarification on the A1 condition of Photocopying machine specifies on the technical specifications, does it mean that the unit is a refurbishment or brand new?</p>	<p>TWG: The A1 condition of the photocopying machine is refurbishment.</p>
	<p>OTOS COPY SYSTEMS (Mr. Paul Caringal): For Clarification on the technical specifications item no. 4 With cassette trays/racks, how many cassette trays is the requirement per unit? Is the racks really needed? Because the racks are sometimes the pedestal, it looks like a table, so it is like a copier desktop type. So if it's a console type copier it consists of 4 cassette trays for heavy duty.</p>	<p>TWG: will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.</p>
	<p>QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): Clarification on item no. 9 With manufacturing year not earlier than 2016 or three (3) years for the machines offered, what do you mean in this item, is it a certification from bidders or from the manufacturer? And how will you determine if it's a 2016 model?</p>	<p>TWG: will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.</p>
	<p>HP PHILIPPINES (Mr. John Samson): said that the HP Philippines as a manufacturer they can issue a certification that the product is genuine and it was purchased on 2016. He also asked how long they are allowed to clarify or ask questions.</p>	<p>BAC Sec: The Prospective bidders are allowed a written clarification and questions until May 24, 2019 or earlier.</p>

Dir. Cornito reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat.

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 One (1) Year Rental of Photocopying Machines for the Office of the Ombudsman (PB 2019-14) was adjourned.

After adjournment, the BAC and TWG discussed about the issuance of Supplemental/Bid Bulletin (SBB) regarding the issues raised by the prospective bidders and they agreed to issue the SBB for some amendments/additions to the bidding documents as follows:


PARTICULARS	ORIGINAL SPECIFICATION	BE AMENDED/ MODIFIED TO:
1. Distribution of photocopying machines	OSP Sandiganbayan – not indicated	OSP Sandiganbayan – <u>2</u> units
2. Technical Specifications – Ombudsman Bid Form No. 1 (Page 69-70)	Item No. 1 A1 condition of photocopying machine	<u>Item No. 1</u> A1 condition of photocopying machine <u>that can provide a quality print copy.</u>
	Item No. 4 With cassette trays /racks	<u>Item No. 4</u> With cassette trays /racks with at least 4 trays
	Item No. 9 With manufacturing year not earlier than 2016 or three (3) years for the machines offered	<u>Item No. 9 - Omitted</u>
	Item No. 10 With product certification from the manufacturer	<u>Item No. 10 - Omitted</u>

Time Adjourned: 3:15 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
 Head, BAC Secretariat


BIDS AND AWARDS COMMITTEE


JULIEVER ROQUE LAMUG
 ASPO II, OSP
 Member


JANET C. CABIGAS-VEJERANO
 GIPO III, PIAB-E, PAMO II
 Member


LORENZO G. VERGARA
 GIPO III, OLA
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 Director, PIAB-D, PAMO II
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