



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 QUARTERLY GENERAL OFFICE SUPPLIES REQUIREMENT OF THE  
OFFICE OF THE OMBUDSMAN (PB 2019-25)**

**APPROVED BUDGET FOR THE CONTRACT:  
TWO MILLION FOUR HUNDRED THREE THOUSAND EIGHT HUNDRED  
PESOS (PHP2,403,800.00)  
18 December 2019, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 2:32 p.m. with an invocation and introduction of the parties in attendance by Ms. Joan DC. Escalada, Member, BAC Secretariat, to wit:

**The Bids and Awards Committee:**

DIR. ADORIE T. CORNITO	- Vice-Chairperson
DIR. MARY RAWNSLE V. LOPEZ	- Member
DIR. NELLIE P. BOGUEN-GOLEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

**The Technical Working Group:**

MR. ANTONIO F. FELICIANO	- Chairperson
MR. CHRISTIAN L. NAVARRO	- Member

**BAC Secretariat:**

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

Ms. Escalada likewise announced the presence of one (1) prospective bidders, to wit:  
1) PBT TECHNOLOGY SOLUTIONS INC. represented by Ms. Bernadette Lim.

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 11 December 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. Edilberto G. Sandoval (Acting 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. Nolasco B. Ducay (President, OMBEA)

With the presence of the Vice-Chairperson and four (4) Members of the Bids and Awards Committee and the two (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 Dir. Mary Rawnsle V. Lopez, BAC Member.

Dir. Lopez, BAC Member, proceeded with the presentation of the Invitation to Bid, Eligibility requirements and Post-Qualification documents. She then asked the prospective bidder if she had questions on the presentation.

She also presented the technical specifications (Ombudsman Bid Form no. 1) and financial proposal (Ombudsman Bid Form no. 2). She also reminded the prospective bidder 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
<p><b>ELIGIBILITY REQUIREMENTS</b></p>	<p>PBT TECHNOLOGY SOLUTIONS INC. (Ms. Bernadette Lim): for the certificate of submitted class “A” documents, are we still allowed to request for a certification for Class “A” documents?</p>	<p>BAC: The certification for class “A” documents will be issued by the BAC Secretariat. But since January is the start of the Opening of Bids, we will be requiring the submission again of the Class “A” documents for Eligibility Requirements. So, the certificate will not be acceptable at the start of the procuring year of January.</p>
	<p>PBT TECHNOLOGY SOLUTIONS INC. (Ms. Bernadette Lim): for the Mayor’s Permit, correct me if I’m wrong but the regular working day like last year January 03, it is only then we can go to city hall and apply for the necessary permits.</p>	<p>BAC: The RA 9184 has already provided an answer to that question particularly on section 23, 23.1 (a) Class “A” documents ii) In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.</p>

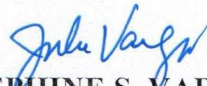
<b>TECHNICAL PROPOSAL</b>	PBT TECHNOLOGY SOLUTIONS INC. (Ms. Bernadette Lim): On page 68, on the technical specifications for lot 3 item no. 2 All items offered must be supported by manufacturer's certificate/authorized reseller's certificate/warranty certificate, the last time we bid we issued a notarized certificate that the items being offered were all original. I would like to know if that is still acceptable.	TWG: Yes, that is still acceptable and allowed.
	PBT TECHNOLOGY SOLUTIONS INC. (Ms. Bernadette Lim): can the delivery period can be extended to 30 calendar days. The reason is the toner is sourced from abroad.	BAC: the TWG will take note of the consideration and observation, the BAC will issue a necessary Supplemental/Bid Bulletin.
<b>FINANCIAL PROPOSAL</b>	PBT TECHNOLOGY SOLUTIONS INC. (Ms. Bernadette Lim): clarification on the schedule of prices, on the provision that indicates "0", goods will be offered for free.	BAC: under RA 9184 a bid that does not indicate any price is considered as not responsive. So if the bidder is offering this for free, please put a zero. Do not leave it blank.

Dir. Lopez 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 Quarterly General Office Supplies Requirement for the Office of the Ombudsman (PB 2019-25) was adjourned at 3:00 P.M.

Prepared and attested by:

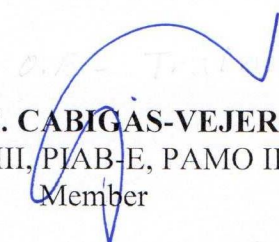


**JOSEPHINE S. VARGAS**  
 Head, BAC Secretariat

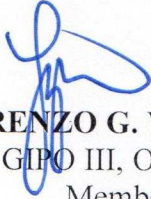
**BIDS AND AWARDS COMMITTEE**

**JULIEVER ROQUE LAMUG**  
 ASPO II, OSP  
 Member

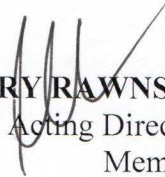
**JANET C. CABIGAS-VEJERANO**  
 GIPO III, PIAB-E, PAMO II  
 Member



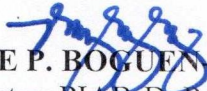
Minutes of Meeting of Pre-Bid Conference  
Re: Public Bidding for the Quarterly General  
Office Supplies Requirement for the Office  
Of the Ombudsman (PB 2019-25)



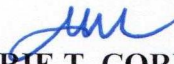
**LORENZO G. VERGARA**  
GIPO III, OLA  
Member



**MARY RAWNSLE V. LOPEZ**  
Acting Director, PIMRB  
Member



**NELLIE P. BOGUEN-GOLEZ**  
Director, PIAB-D, PAMO II  
Member



**ADORIE T. CORNITO**  
Acting Director II, FMS  
Vice-Chairperson

**MARIBETH T. PADIOS**  
Assistant Ombudsman, PIEMS  
Chairperson