



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

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING OF
QUARTERLY GENERAL OFFICE SUPPLIES FOR CY 2021 REQUIREMENT OF THE
OFFICE OF THE OMBUDSMAN (PB 2021-02)**

**APPROVED BUDGET FOR THE CONTRACT:
THREE MILLION TWO HUNDRED TWO THOUSAND PESOS
(₱ 3,202,000.00)**

04 March 2021, Video Conference via Microsoft Teams App, 1:30 P.M.

The Pre-Bid Conference started at 1:45 p.m. with an invocation led by Ms. Ruby Anne M. Garcia, BAC Secretariat Member and introduction of the parties in attendance by Ms. Ma. Redencion C. Fancubila, BAC Secretariat Member, to wit:

Bids and Awards Committee:

AO ADORACION A. AGBADA	-	Chairperson
DIR. ADORIE T. CORNITO	-	Vice-Chairperson
DIR. NELLIE P. BOGUEN-GOLEZ	-	Member
ATTY. JULIVER ROQUE LAMUG	-	Member
ATTY. CHRISTIAN L. TARCE	-	Member
ATTY. RICHARD D. VALLEJO	-	Member
ATTY. CORINNE JOIE M. GARILLO	-	Member

Technical Working Group:

MR. ANTONIO F. FELICIANO	-	Vice-Chairperson
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BAC Secretariat:

ATTY. ALMA G. CAGAT-CAGAT	-	Head
MS. MARJORIE HAZEL R. COFINO	-	Member
MS. MA. REDENCION C. FANCUBILA	-	Member
MS. RUBY ANNE M. GARCIA	-	Member
MS. JOAN DC. ESCALADA	-	Staff

Witness/es:

AO PILARITA T. LAPITAN	-	OMB-Proper
GIPO KATHLEEN SHEELAH T. UY-ALCOBER-	-	OMB-Proper
MS. KAREN ANN REQUINTINA	-	ODOO
DIR. MARY RAWNSLE V. LOPEZ	-	ODOO
MR. NOLASCO B. DUCAY	-	OMBEA Representative

Observer/s:

None of the invited observers attended the Pre-Bid Conference.

Ms. Fancubila announced the presence of five (5) prospective bidders, to wit: 1) Stanley Bradley Trading, Inc., represented by Mr. Stephen See; 2) Integrated Computer Systems, Inc., represented by Ms. Andrea Sy; 3) Center Point Sales and Trading, Inc., represented by Mr. Jun Vicencio and Ms. Clyjen C. Pelayo; 4) Myrna Oliva Enterprises, represented by Ms. Myrna Oliva; and 5) Quartz Business Products Corp., represented by Ms. Jervin F. Puso.

With the presence of the Chairperson and six (6) members of the Bids and Awards Committee and one (1) member of the Technical Working Group (TWG) in attendance, a quorum to transact business was manifested by Ms. Fancubila.

Ms. Escalada, Staff, BAC Secretariat, read the Secretary's Report, which highlighted the activities conducted in compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 24 February 2021.
- 2) Letters of Invitation for the Pre-Bid Conference, Deadline of Submission, Opening of Bids, Bid Evaluation and Post-Qualification were sent to and received by the following Witnesses and Observers:
 - a) Hon. Warren Rex H. Liong (Overall Deputy Ombudsman, OODO)
 - b) AO Pilarita T. Lapitan (Assistant Ombudsman, OMB-Proper)
 - c) Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry)
 - d) Mr. Paterno Menzon (Co-Chairman, Coalition Against Corruption – Bishops Business Conference – Laiko (Government Procurement Monitoring Committee)
 - e) Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
 - f) Mr. Nolasco B. Ducay (OMBEA Representative)

Mr. Antonio F. Feliciano, TWG Chairperson, discussed the Mechanics of the Pre-Bid Conference, Invitation to Bid, Checklist of Documents (Notes on the Checklist of Technical and Financial Documents) and Post-Qualification documents.

AO Adoracion A. Agbada (AO Agbada), BAC Chairperson mentioned that the purpose of the conference is to discuss and explain the components of this project, and to answer clarifications on the bidding documents.

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

PARTICULARS	ISSUES/QUESTIONS RAISED	REPLY/ADDITIONAL COMMENTS
TECHNICAL PROPOSAL	<p>QUARTZ BUSINESS PRODUCTS CORPORATION Rep. by Ms. Jervin F. Puso: clarification on the technical specifications particularly on the following:</p> <p>Query No. 1 : ABC is low for Lot 4 Original Toners/Ink Cartridges</p> <p>Query No. 2 : Estimated time of delivery is between thirty (30) to forty (40) calendar days but there might be a delay of shipment due to pandemic</p>	<p>BAC/TWG Replies:</p> <p>Reply on Q 1: Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply on Q 2: Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p>
	<p>INTEGRATED COMPUTER SYSTEMS Rep. by Andrea Sy</p>	<p>BAC/TWG Replies:</p>

<p>TECHNICAL PROPOSAL</p>	<p>Query No. 1 : ABC is low for Lot 4 - Original Toners/Ink Cartridges</p> <p>Query No. 2 : Correction in the code of Lot 4 Item Nos. 5, 6, 7.</p> <p>Query No. 3 : Requesting that the delivery period for Lot 4 be at least thirty (30) to forty five (45) calendar days.</p> <p>Query No. 4 : Clarification on the Sample Form of Statement of the bidder of all its ongoing government and private contracts – particularly on the attachments.</p> <p>Query No. 5 : Clarification on the Single Largest Completed Contract – is it for government projects only? Or can we also include a completed private contract?</p> <p>Query No. 6 : When will the Bid Bulletin be released?</p>	<p>Reply on Q 1 : Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply on Q 2 : Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply on Q 3 : Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply on Q 4 : Please see attached sample form. This statement shall be supported with a Notice of Award and/or Contract and Notice to Proceed issued by the owner.</p> <p>Reply on Q 5 : SLCC consists of the supplier’s completed government and private contracts from March 16, 2016 up to present.</p> <p>Reply on Q 6 : If necessary, the Supplemental/Bid Bulletin will be posted 7 days before the deadline of submission at the PhilGEPS and Ombudsman Website.</p>
<p>TECHNICAL PROPOSAL</p>	<p>STANLEY BRADLEY TRADING, INC. Rep. by Mr. Stephen See</p> <p>Query No. 1 : ABC is low for Lots 1 - General Office Supplies and Lot 2 – Data Folder</p> <p>Query No. 2 : Requesting for forty (40) calendar days for the delivery period due to limited production</p> <p>Query No. 3 : Where can we pay the bid docs?</p> <p>Query No. 4 : Where can we submit</p>	<p>BAC/TWG Replies:</p> <p>Reply No. 1 : Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply No. 2 : Will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p> <p>Reply No. 3 : The payment of bidding fee will be thru online payment. Please contact the BAC Secretariat thru its email address for the Ombudsman bank account number.</p> <p>Query No. 4 : The Manual/physical</p>

BIDS AND AWARDS COMMITTEE


CORINNE JOIE M. GARILLO
Member

RICHARD D. VALLEJO
Member

JULIEVER ROQUE LAMUG
Member


CHRISTIAN L. TARCE
Member


NELLIE P. BOGUEN-GOLEZ
Member


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