

**PCC BIDS AND AWARDS COMMITTEE (PBAC)
Minutes of Pre-Bid Conference**

Date: 16 December 2019
25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

- | | | |
|---------------------|---|------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Atty. Lianne Ivy P. Medina |
| 4. Regular Member | : | Allan Roy D. Mordeno |
| 5. Regular Member | : | Arnold Roy D. Tenorio |

BAC Secretariat

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|--------------|---|---------------------------------|
| 1. Vice-Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | Melody O. Dizon |
| 3. Member | : | July R. Suing |
| 4. Member | : | Merry Lyn V. Bambao |
| 5. Member | : | Mark Jayson R. Fajutnao |
| 6. Member | : | Nicky Jonna R. Pitallano |
| 7. Member | : | Isabelo Miguel V. Abaño |
| 8. Member | : | Engr. Teejay Yoshiumi J. Sakuma |

Bidders

- | | | |
|-----------------------|---|---------------|
| 1. E-Copy Corporation | : | Kimberly Joy |
| 2. Data Images | : | Fhaco Corcino |

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:20 PM for the **Pre-bid Conference of Procurement of One (1) Lot Centralized Print/ Copy/ Scan Services Solution for the Philippine Competition Commission for CY 2020** under **Invitation to Bid No. 2020-00-0016**, at the Meeting Room 3 of the above address.

II. Agenda

| Discussion | Recommendations/ Agreements |
|--|--------------------------------|
| <p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> Ms. Melody Dizon of PBAC Secretariat, presented/discussed the purpose, documentary requirements, timelines of the project, and conditions for the early procurement activity. | |

| Discussion | Recommendation/ Agreements |
|---|-------------------------------|
| <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> In order to meet the day-to-day administrative and operational requirements of the PCC, particularly records management, reproduction of salient documents, and submission of various reports and outputs. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP700,000.00 inclusive of all applicable taxes. <p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> Posting: 6 December 2019 Submission: 02 January 2019, 12:00 NN Opening: 02 January 2019, 1:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> Representatives from E-Copy Corporation and Data Images were present during the pre-bid conference. The following questions/concerns were raised during the meeting: <ol style="list-style-type: none"> Mr. Corcino of Data Images raised the concern on the date of opening of bids as published in the PhilGEPS. Per PBAC Secretariat in-charge of the project, a supplemental bid bulletin was already issued to reflect the new dates of bid submission and opening. Said document will be emailed to both bidders due to error of downloading files from PhilGEPS. Mr. Corcino verified if Secretary's Certificate will be included in the financial component. Per PBAC Secretariat, said document will be submitted together with the Omnibus Sworn Statement, which is not part of the financial component. Mr. Corcino clarified if PhilGEPS platinum certificate will be a sufficient submission in lieu of Class A documents, which was confirmed by the PBAC Secretariat. Further, it was clarified that Class A documents may be required during the post-qualification. Mr. Corcino queried on the requirement under Section II.C.1 of the Terms of Reference, as to the definition of newly remanufactured. Per Mr. Fajutnao, it was included in the TOR to ensure that machines to be deployed to PCC are in good working condition. Further, bidders were advised to include the brochure for verification of the specifications, and the | |

| Discussion | Recommendation/ Agreements |
|---|-------------------------------|
| <p>certification that machines are in good working condition/ certificate of manufacturing date.</p> <p>5. Mr. Corcino clarified if the certification to be provided should be issued by the manufacturer. Ms. Dizon queried on the bidder if they can provide a certification of manufacturing. Per Mr. Corcino, for remanufactured machines, Japan manufacturer will not provide a certification. The bidder can issue certification that machines are in good working condition and consumables were replaced in lieu of the certification. Atty. Basas verified the provision in the TOR as to the certification.</p> | |

III. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 1:46 PM.

Prepared by the PBAC Secretariat:



JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson