

## **PCC BIDS AND AWARDS COMMITTEE (PBAC)**

### **MINUTES OF PRE-BID CONFERENCE**

for the

### **“Procurement of One (1) Lot Centralized Print/Copy/Scan Services Solution for the Philippine Competition Commission for C.Y. 2021 IB No. 2021-01-0034”**

Date: 15 January 2021

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

#### **BAC Members**

- |                       |   |                              |
|-----------------------|---|------------------------------|
| 1. Chairperson        | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson   | : | Atty. Ferdinand B. Redulla   |
| 3. Regular Member     | : | Allan Roy D. Mordeno         |
| 4. Regular Member     | : | Arnold Roy D. Tenorio        |
| 5. Provisional Member | : | Jeson Q. de la Torre         |

#### **BAC Secretariat**

- |           |   |                             |
|-----------|---|-----------------------------|
| 1. Member | : | Mark Jayson R. Fajutnao     |
| 2. Member | : | Nicky Jonna Pitallano       |
| 3. Member | : | Teejay Yoshiumi J. Sakuma   |
| 4. Member | : | Isabelo Miguel V. Abaño     |
| 5. Member | : | Meonel B. Nuñez             |
| 6. Member | : | Anna Dominique M. Francisco |
| 7. Member | : | Floricar Gonzalodo          |
| 8. Member | : | Bill A. Geslani             |

#### **End-User:**

- |       |   |                      |
|-------|---|----------------------|
| 1. AO | : | Jeson Q. de la Toore |
|-------|---|----------------------|

#### **Bidders:**

- |                     |   |                |
|---------------------|---|----------------|
| 1. Ubig Corporation | : | Reimar Fortuna |
|---------------------|---|----------------|

### **I. Call to Order**

The PBAC Vice Chairperson called the meeting to order at 01:34 PM.

## II. Agenda

Discussion	Recommendation/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"> <li>• The PBAC through its Secretariat presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> <li>➤ Technical Components</li> <li>➤ Financial Components</li> <li>➤ Sealing and Marking of Bidding Documents</li> <li>➤ Important Schedules</li> <li>➤ General Rules</li> </ul> </li> <li>• Part II of the Pre-Bidding conference – Technical Specifications for the procurement was presented by the end-user.</li> </ul> <p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• Provision of centralized print/copy/scan services solution with eight (8 units) digital monochrome equipment that is newly remanufactured/non-surplus multi-functional copier that can produce a clear/high quality print/copy/scan service.</li> </ul> <p><b>C. Approved Budget for the Contract (ABC)</b></p> <ul style="list-style-type: none"> <li>• The ABC is Seven Hundred Fifty Thousand Pesos Only (Php750,000.00), inclusive of all applicable government taxes and service.</li> </ul> <p><b>D. Date/ Time of Submission and Opening of Bids</b></p> <ul style="list-style-type: none"> <li>• Submission of Bids: 27 January 2021, 12:00NN</li> <li>• Opening of Bids: 27 January 2021, 01:30PM</li> </ul> <p><b>E. Question and Answer</b></p> <ul style="list-style-type: none"> <li>• The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: <ol style="list-style-type: none"> <li>1. Mr. Fortuna of Ubig Corporation queried if the official receipt of the Mayor’s Permit renewal is</li> </ol> </li> </ul>	<p>All queries were clarified. Thus, no bid bulletin shall be issued.</p>

<p>acceptable since the certificate is yet to be issued by the issuing Local Government Office.</p> <ul style="list-style-type: none"><li>➤ Mr. de la Torre, of the Secretariat responded that it is acceptable.</li></ul> <p>2. Mr. Fortuna also questioned if online payment for the payment of Bidding Documents is allowed</p> <ul style="list-style-type: none"><li>➤ Mr. de la Torre responded that the online payment facility of PCC is still pending approval at Landbank.</li></ul> <ul style="list-style-type: none"><li>• Atty. Basas emphasized the PCC's No Gift Policy and reminded the bidder that late bids shall not be accepted.</li></ul>	
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### III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:05PM.


Prepared by;

  
**MARK JAYSON R. FAJUTNAO**  
Member, BAC Secretariat / OIC-GSD

Reviewed by:

  
**JESON Q. DE LA TORRE**  
Head, PBAC Secretariat

Approved by:

  
**ATTY. JOSEPH MELVIN B. BASAS**  
Chairperson, PBAC