

1 **Republic of the Philippines**
2 **Power Sector Assets and Liabilities Management Corporation**
3 24th Floor Vertis North Corporate Center 1
4 Astra corner Lux Drives, North Avenue, Quezon City
5 Telephone No. (632) 902-9000
6 <https://www.psalm.gov.ph>
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9 **Minutes of Pre-bid Conference**

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11 **Procurement for the Lease of Network Printers**
12 **(Project Reference No. 2019-PB-LNP-019-01)**
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14 **Present:**

15 **Bids and Awards Committee (BAC)**

16 Ms. Amelita G. Zarate Vice-Chairperson
17 Atty. Peter Guan S. Espiritu Member
18 Mr. Gian Karlo F. Abella Member

19 **Technical Working Group (TWG)**

20 Mr. Robert C. San Juan Chairperson
21 Mr. Jon Romer G. Gervacio Member
22 Ms. Rubylyn S. Lumactod Member
23 Mr. Julio Jerome C. Cosico Member

24 **BAC Secretariat**

25 Mr. Rommel R. Oira Head
26 Ms. Grace G. Evangelista Member
27 Ms. Annaliza C. Lopez-Cruz Member
28 Ms. Mary Grace E. Catarin Member

29 **Bidders**

30 Mr. Rannel Verdeflor Quartz Business Products Corp.
31 (Quartz)
32 Ms. Katrina Marcos Quartz
33 Ms. Juanel P. Donesa DCI International IT Solutions and
34 Services Corp. (DCI)
35 Mr. Anthony Eugenio Integrated Computer Systems, Inc.
36 (ICS)
37 Ms. Love Aguilon ICS
38 Mr. Rondel Angeles Philcopy Corp. (Philcopy)
39 Mr. JC Gascon Philcopy
40 Ms. Percy Galance Optimal Systems Distribution, Inc.
41 (OSDI)
42 Ms. Giselle Lornas Inkrite
43 Ms. Wheng Rivera Inkrite
44 Ms. Lilibeth Miranda Inkrite
45 Mr. Jonathan Sen Simplevia Technologies, Inc.
46 Mr. Joey A. Francisco Otus Copy Systems (Otus)

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48 **End-User**

49 Mr. Hacer B. Balisbis Acting Manager, ISTD

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The pre-bid conference for the Procurement of Lease of Network Printers (the “Project”), held at the PSALM Conference Rooms A and B, 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City, was called to order at 10:18 AM on 21 March 2019, and was presided by the BAC Vice-Chairperson, Ms. Amelita G. Zarate.

1. Business Matters:

The BAC Vice-Chairperson asked the BAC Secretariat if there is a quorum which the BAC Secretariat replied affirmatively.

The BAC Vice-Chairperson asked the BAC Secretariat if observers were invited which the BAC Secretariat replied in the affirmative but stated that though there were invites, no observers attended the pre-bid conference.

The BAC Vice-Chairperson introduced the members of the BAC and TWG and acknowledged the presence of the representatives of the interested Bidders.

The BAC then proceeded with the pre-bid conference. The TWG presented and discussed the Bidding Documents to the Bidders.

2. Presentation of the Bidding Document and Clarification from the Bidders

- The TWG presented and discussed the Bidding Documents.
- The BAC Vice-Chairperson asked if the prospective Bidders have already participated in other government procurement activities and if it is familiar with the bidding documents. All replied affirmatively.
- The BAC reiterated that Bidders may submit either their Class “A” Documents in accordance with Section 23.1(a) of the IRR or the PhilGEPS Certificate of Registration and Membership under Platinum Category, or a combination thereof.
- The BAC reiterated that the 2017 Income Tax Return (ITR) duly stamped received by the Bureau of Internal Revenue (BIR) is still being accepted, however, if the Bidder already filed their 2018 ITR, then they can submit the said document.
- The BAC informed the Bidders that they can ask question freely. The BAC reiterated the deadline for request for clarification is on 24 March 2019.

Bidder	Inquiry	Response from the BAC/TWG
ICS	What will happen if the toners are already consumed prior to the end of contract?	Procurement of toners can be done from other resellers. However, based on previous records and historical data,

Bidder	Inquiry	Response from the BAC/TWG
		the toners are not fully utilized.
Otus	How do we determine the 50% quantity of the initial delivery?	The quantity will depend on the offer of the Bidder. Initial delivery is based on their offer.
ICS	Are refurbished units allowed?	The BAC and TWG will discuss and will issue Supplemental Bid Bulletin (SBB), if necessary.
ICS	Is an Original Equipment Manufacturer (OEM) for toner required?	OEM for the cartridge type is required. A SBB will be issued to clarify the requirement.
Inkrite	Are third party who are offering compatible units not allowed to join considering the requirement for OEM? Please note that OEM is not stated in the Bidding Documents?	The requirement for OEM was inadvertently omitted and will be clarified through a SBB.
ICS	The Single Function Printer requires single function toner. However, the Monochrome Printer does not indicate whether single function or multi-function toner.	A SBB will be issued to reflect the requirement of a Single Function Monochrome Laser Network Printer.
Otus	Single functionality is the minimum requirement, is multi-functionality acceptable?	The BAC/TWG replied affirmatively.
Otus	On the financial bid, the cost of the toner is not indicated.	The cost of the toner must be factored in the bid/offer.
ODSI	Since ISO is mentioned, what is the required print-out coverage?	5%-page coverage is required based on ISO standard. A SBB will be issued for clarification.

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- The BAC clarified that the requirement for submission are (1) ongoing projects; and (2) completed projects. The TWG discussed the forms in detail.
 - The BAC informed the Bidders that the SBB will be issued until 27 March 2019. Those who have bought the Bidding Documents will be provided a copy. A copy of the SBB will also be posted at PhilGEPS.
 - The BAC advised the bidders that when buying the Bidding Documents, they must first get an 'Order Form' from the BAC Secretariat. They must also provide their Certificate of Registration (if first time to bid with PSALM Corp.)

104 then pay the corresponding fee with the Cashier's Office. Upon presentation
105 to the BAC Secretariat of the official receipt issued by the Cashier, they can
106 now get the Bidding Documents.

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108 The BAC reiterated that "no contact rule" is strictly implemented between
109 the members of the BAC, BAC Secretariat, TWG and the Bidders.

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111 **3. Adjournment:**

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113 There having no further clarifications from the Bidders and other matters to be
114 discussed, the pre-bid conference was adjourned at 11:10 AM.

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116 Prepared by:

Approved by:


ROMMEL R. OIRA
BAC Secretariat Head


AMELITA G. ZARATE
BAC Vice-Chairperson

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