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Minutes of Pre-Bid Conference

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Procurement of Lease of Network Printers
(Project Reference No. 2020-PB-LNP-041-01)

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Present:

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Bids and Awards Committee (BAC)

Atty. Maria Ilyn G. Albito	Chairperson
Mr. Abner B. Tolentino	Vice-Chairperson
Ms. Rowena M. Tolentino	Member
Mr. Ronald V. Siquioco	Member

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Technical Working Group (TWG)/End-User

Mr. Ernesto Y. Tinaan, Jr.	Chairperson-TWG
Ms. Rubylyn S. Lumactod	Member
Mr. Christian Francis C. Sayson	Member

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BAC Secretariat

Mr. Leonard E. Marquez	Head
Ms. Maria Anna R. Dela Cruz	Member
Mr. Caesar R. Antonio	Member
Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Aya N. Jacildo	Member

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Bidders

Mr. Paul Ryan Caringal	Otus Copy Systems, Inc. (Otus)
Mr. JC B. Gascon	PhilCopy Corporation
Ms. Mylene Palalay	Business Machines Corporation
Ms. Jeane Asiaten	Business Machines Corporation
Mr. Reimar Fortuna	U-BIX Corporation

Observers

Atty. Glenda Leah A. Caringal	OPCEO Representative
Mr. Hacer B. Balisbis	ITCD Representative

The pre-bid conference for the Procurement of Lease of Network Printers (the "Project") through ZOOM Cloud Meetings APP, was called to order at 11:07 AM on 09 October 2020, and was presided by the BAC Chairperson, Atty. Maria Ilyn G. Albito.

1. Business Matters

51 The BAC Chairperson introduced the members of the BAC, TWG and the BAC
52 Secretariat and acknowledged the presence of the representatives of the prospective
53 bidders, namely: Otus Copy Systems, Inc., PhilCopy Corporation, U-BIX Corporation and
54 Business Machines Corporation.

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56 The BAC Chairperson asked the BAC Secretariat if there is a quorum, to which the
57 BAC Secretariat replied in the affirmative.

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59 The BAC Chairperson asked the BAC Secretariat if observers were invited. The BAC
60 Secretariat replied that invitations to observe the proceedings and the Zoom meeting
61 details were sent to the Commission on Audit and other observers from the private
62 sector and non-government organization, but only the representatives from PSALM
63 OPCEO and ITCD attended.

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65 The BAC then proceeded with the pre-bid conference.

66 67 **2. Presentation of the Bidding Documents and Clarification from the Bidders**

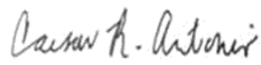
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69 • The TWG presented and discussed the Bidding Documents.
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71 • On the toners, the TWG stated that it will require certification from the
72 manufacturer that the reseller or partner will provide and Original Equipment
73 Manufacturer toners.
- 74
75 • On the delivery, Otus inquired if it may be extended from 30 days to 60 days.
76 The TWG replied that the delivery should be made within the year and will
77 consider/discuss the request.
- 78
79 • On the contract period, the TWG emphasized that PSALM shall require the
80 winning Bidder to extend the use of the network printers, including the
81 replacement of defective parts, without additional cost to PSALM until the
82 supplied toners have been consumed.
- 83
84 • On the media types, the bidder requested that the required gsm be indicated.
85 The TWG stated that it will consider/discuss the request.
- 86
87 • The bidders likewise requested that certain technical specifications of the
88 network printers, e.g., print speed, first page out, duty cycle, processor
89 speed, etc., be revised. it will consider/discuss the requests.
- 90
91 • The TWG clarified that changes in the Bidding Documents shall be issued
92 through SBB.

93 94 **3. Adjournment:**

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96 There having no further clarifications from the Bidders and being no other matters
97 to be discussed, the meeting was adjourned at 12:14 PM.

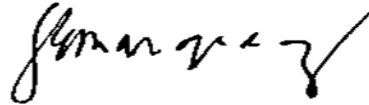
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Prepared by:



CAESAR R. ANTONIO
BAC Secretariat Member

Reviewed by:



LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:



MARIA ILYN G. ALBITO
BAC Chairperson