

Republic of the Philippines
Department of Social Welfare & Development – Field Office No. VII
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

Supply and Delivery of Toners Cartridges for Printers
ITB No. DSWD7-PB-2019-36
Approved Budget for the Contract (ABC): Php 1,597,200.00

MINUTES OF PRE-BID CONFERENCE

June 7, 2019, 9:30 AM
Kalahi-CIDSS Conference Room, 3rd Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | |
|--------------------------|------------------------------|
| 1. Aileen G. Cuevas | - BAC Chairperson |
| 2. Daisy C. Lor | - BAC Member |
| 4. Jenifer S. Abastillas | - BAC Member |
| 5. Jerry V. Ruiz | - TWG Member |
| 7. Mary Ann C. Pastedio | - TWG Member - Finance |
| 8. Sofia Aparis | - End-user Representative |
| 9. Rosario P. Bacong | - Procurement Head |
| 10. Katya Faye M. Dales | - BAC Secretariat Member |
| 11. Mae Sheila V. Romano | - BAC Secretariat Member |
| 12. Ethel L. Nillama | - KC-NCDDP Procurement Staff |

Participating Bidders

- | | |
|------------------------|--|
| 1. Manuel F. Sugatan | - Need Ink Sales & Services |
| 2. Anthony C. Trinidad | - Global Copier Trading |
| 3. Francis Trinidad | - Global Copier Trading |
| 4. Abner Amancio | - MAGOR Technologies Resource Inc. |
| 5. Clifford Sentillas | - MAGOR Technologies Resource Inc. |
| 6. Anthony Cavalida | - Packlite Inc. |
| 7. Melchor Samares | - Photopro Trading and General Merchandise |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 9:30 AM by the presiding officer, Ms. Aileen G. Cuevas, BAC Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, End-user Representative, Procurement Head and BAC Secretariat members present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, and observers from Cebu Chamber of Commerce and Industry and

Central Visayas Network of NGOs (CENVISNET). They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement
Section I. Invitation to Bid	<p>The title of the project, the Approved Budget for the Contract (ABC) which is equivalent to One Million Five Hundred Ninety-Seven Thousand Two Hundred Pesos (P1,597,200.00) were highlighted by the presiding officer as well as the required completed similar contracts, viz:</p> <ul style="list-style-type: none"> • Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to at least 25% of the ABC or amounting to at least P399,300.00; • Should be supported with two documents: <ol style="list-style-type: none"> 1. 1st document is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. 2nd document is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice. <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> • A non-discretionary “pass/fail” criterion is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid. • After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat. • Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.

	<ul style="list-style-type: none"> Bids should be submitted to the BAC Secretariat Office on or before June 20, 2019, at 9:15 AM. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.
Section III. Bid Data Sheet	<ul style="list-style-type: none"> NFCC should be at least equal to the ABC which is ₱1,597,200.00; If Credit Line Certificate (CLC) will be used, it should be equivalent to at least ₱159,720.00 (10% of the ABC). Bid Security is any of the following form: <ul style="list-style-type: none"> Notarized Bid Securing Declaration using the prescribed form; Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least ₱31,944.00 (2% of ABC); or Surety bond amounting to at least ₱79,860.00 (5% of ABC). Two (2) copies of each requirements are needed -- one will be considered as original and the other one as copy 1. Copy 1 should be a replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder. <p><i>It has been emphasized that if the bidders have other concerns, it should be through writing addressed to the BAC Chairperson through the BAC Secretariat.</i></p>
Section VI. Schedule of Requirements	<p>Representative from MAGOR Technologies Resource Inc. requested to adjust the delivery schedule from within 45 to 60 calendar days. And seconded by the representative from Global Copier Trading that Toner Cartridge for Printer – Pantum M6600NW and for Samsung Express M2070W are order basis coming from other countries that takes 45 days shipment. The presiding officer asked the end-user regarding the schedule of delivery. The end-user responded that they really need the toners immediately especially the field staff because this is allotted for year 2019 and they didn't received toners since January 2019.</p> <p>Agreement:</p> <ul style="list-style-type: none"> Delivery schedule is within 50 calendar days from the receipt of Notice to Proceed. <p>Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.</p>


	It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary's Certificate or Special Power of Attorney.
Section VII. Technical Specifications	<p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents on Monday, June 10, 2019 and will send a scan copy to all the participating bidders. However, the bidders shall also ensure to get a copy from the BAC Secretariat Office since amendments agreed are essential for the bids to be submitted on the Bid Opening.</p> <ul style="list-style-type: none"> • For column, "Statement of Compliance", bidder/s should mark each parameter with the word "comply"; otherwise, it would mean they are not amendable to the given provision / specification. • Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.
Others	The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.

A Supplemental/Bid Bulletin will be issued for the amendments.


III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 10:29 AM.

Prepared by:


ETHEL L. NILLAMA
Recorder

Approved by:


AILEEN G. CUEVAS
Chairperson/Presider