

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2020-DSWD-CAR-18: Purchase of Toners with Free Use of Colored and Monochrome**  
**Multi-Function Printers for DSWD-CAR**  
**August 24, 2020**

**Attendance:**

**ENRIQUE H. GASCON JR, Chairperson, BAC**  
**CONCEPCION E. NAVALES, Vice-Chairperson, BAC**  
**ARNOLD D. LARTEC, Regular Member, BAC**  
**HAMLET MAYONA, End-user, RICTMS**  
**JESSIE F. CHELIM, Technical Expert**  
**Leonila G. Lapada, BAC Secretariat**  
**Ela Canlas, BAC Secretariat**

**Observer:** Jenny Marasigan, representative, Jaime V. Ongpin Foundation Inc.

**Prospective Bidder:**

Reden Legaspi, Sales staff, Copieronline Phils., Inc.

**Highlights of the Meeting:**

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Toners with Free Use of Colored and Monochrome Multi-function Printers** under **ITB 2020-DSWD-CAR-18** with an Approved Budget for the Contract amounting to **One Million Eight Hundred Ninety Seven Thousand Five Hundred Pesos (Php 1,897,500.00)**.

Only one (1) prospective bidder attended the activity from Copieronline Phils. Inc. A representative from Jaime V. Ongpin Foundation Inc. also attended as an observer. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI) and COA-CAR attended the activity.

The meeting started at 10:05 AM and presided by Mr. Enrique H. Gascon Jr, Chairperson of the Bids and Awards Committee. The meeting started with an introduction of the members of the BAC and acknowledgement of the observer and prospective bidders' presence.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

The group then reviewed the Philippine Bidding Documents, technical specifications and presented the standard forms, checklist of requirements and proper sealing and markings of bids with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<b>Invitation to Bid</b>	<p>The group reviewed the Invitation to Bid with no comment from the prospective bidder. Mr. Gascon asked whether the delivery place is for the toners only or with the copier machines.</p> <p>It was explained that all toners would be delivered at the Regional Office through the Supply Unit, where it will be centrally managed. As to the machines, it will be directly delivered to the designated delivery sites as indicated in the Schedule of Requirements.</p>	<p>For Bid Bulletin:</p> <p><b>Delivery Place: For Toners</b></p> <p>DSWD-CAR Regional Office, 40 North Drive, Baguio City</p> <p><b>Delivery Place: For the Printers</b></p> <p>Refer to the Schedule of Requirements</p>
<b>Bid Data Sheet</b>	<p>The Bid Data Sheet was presented and reviewed with no comment from the group.</p>	
<b>Schedule of Requirements</b>	<p>The distribution list for the printers was discussed and explained that the winning bidder will be responsible to deliver the said machines to the designated locations/sites.</p>	<p>For Bid Bulletin:</p> <p><b>Delivery Place: For Toners</b></p> <p>DSWD-CAR Regional Office, 40 North Drive, Baguio City</p> <p><b>Delivery Place: For the Printers</b></p> <p>Refer to the Distribution List of Machines/Equipment</p>
<b>Technical Specifications</b>	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> <li>• <b>No 7:</b> Mr. Gascon explained that the service provider shall see to it that technical support should be prudently followed to avoid interruption of service.</li> </ul>	

- **No. 8:** It was emphasized that the service provider should train DSWD personnel especially in SWAD offices to serve as an alternate technical support in case of minor malfunctioning of the machines.
- **No. 9:** It was discussed that winning bidder should provide machines that is functional and in good condition. Such should be replaced once it reaches its maximum duty cycle for reconditioning.
- **No. 10:** It was explained that the machines should be maintained at its station while the purchased toners are still available. Thus, the contract will be automatically extended until full utilization of the toners.
- **No. 11:** Delivery of toners will be based on the requests of the procuring entity and be paid accordingly.
- A comment was raised by Mr. Chelim if it is possible for the service provider to collect the empty container/pouches since these materials are considered hazardous. The group agreed to the suggestion and form part of the bid bulletin.

Another issue was raised by Mr. Lartec whether the emission of the machines are harmful to health. The prospective bidder responded that the machines are safe to use. It was suggested that the service provider should be responsible to station the machines in a more conducive place and centrally accessible by the workers.

**For Bid Bulletin:**

Empty containers or pouches will be collected by the service provider for proper disposal

Service provider must ensure that the machines will be stationed in a more conducive place in the office

<b>Standard Forms</b>	<p>The following forms were presented and explained to the prospective bidder its purpose and how it will be properly filled-out. The needed supporting documents <sup>was</sup> also discussed:</p> <ul style="list-style-type: none"> <li>• Statement of Single Largest Completed Contract (SLCC).</li> <li>• Statement of Ongoing Contracts Awarded including contracts awarded but not yet started.</li> <li>• Goods Offered from Within the Philippines</li> </ul>	
<b>Checklist of Requirements</b>	<p>The list of eligibility and technical documents were presented and discussed to the prospective bidder for strict compliance</p>	
<b>Sealing and Markings of Proposal</b>	<p>The secretariat presented how the bid envelopes be properly sealed in one main envelope comprising of seven (7) envelopes.</p>	

Having no more issues to discuss, the meeting ended at 11:10 AM.

Recorded by:

  
**LEONILA G. LAPADA**  
 BAC Secretariat

Reviewed by:

  
**RINA CLAIRE L. REYES**  
 Concurrent Head – PS

Noted by:

  
**ENRIQUE H. GASCON JR.**  
 Chairperson, BAC