



DEPARTMENT OF TOURISM
PROCUREMENT MANAGEMENT DIVISION

MINUTES OF THE MEETING

Activity : Bids and Awards (BAC) Meeting
 Venue : 4TH Floor Conference Room
 Date and Time : 1000H, 05 February 2021

ATTENDEES:

BAC MEMBERS	BAC SECRETARIAT	PROJECT OFFICER
<ul style="list-style-type: none"> - DIR. MILAGROS Y. SAY - ATTY. JENNIFER A. OLBA - MR. RAYMUND GLEN A. AGUSTIN - MS. SUSAN NAGTALON 	<ul style="list-style-type: none"> - GODOFREDO R. MALDONADO JR. - MELANIE CLAIRE P. SINGZON - MARIA ALMA O. ALMAZAN - JOHN PHIRE P. VILLAMIN - NORJANNAH P. LUCMAN 	<ul style="list-style-type: none"> - ROLANDO BAUTISTA (GSD) - ROLDAN PINEDA
ADMINISTRATIVE SERVICE AND PROCUREMENT MANAGEMENT		BIDDER/REPRESENTATIVES
<ul style="list-style-type: none"> - DIR. MARY ANGELENE A. TOLENTINO 		<ul style="list-style-type: none"> - OTUS INC. - ECOPLY CORP. - U-BIX CORP. - QUARTZ BUSINESS PRODUCTS CORP. - PRINTCORE OFFICE SYSTEMS INC.

PROCEEDINGS:

AGENDA ITEM	AGREEMENTS	OFFICE/PERSON IN-CHARGE	UPDATES/REMARKS
VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT FOR THE LEASE OF MULTI-FUNCTION AND ENERGY-EFFICIENT NETWORK PRINTERS AND COPYING MACHINES	<ul style="list-style-type: none"> • Typographical error on the indicated quantity in words; should be <i>Thirty-Three (33)</i> units for monochrome and <i>Eleven (11)</i> units for colored • Basis for financial bid proposal for the costing shall be clarified in the bid bulletin 	Mr. Rolando Bautista & Mr. Roldan Pineda – General Service Division	

	<ul style="list-style-type: none">• Type of certification to be required whether authorized distributor, dealer, or reseller to be clarified in the bid bulletin• Estimated consumption for both colored and monochrome based on historical data to be provided in the bid bulletin• Format of financial proposal form for the breakdown to be provided to the bidder• Billing will be based on the actual services rendered to be based on the consumption• Under <i>Scope of Services</i>, the following points are for consideration and discussion<ul style="list-style-type: none">- change "model" years in to "manufacturing" years- Units required may be "refurbished on 2019"; and- Units "not earlier than 2012"• Fax feature requirement to be discussed by the end-user office if still necessary• Clarification was made that there will be no extension regardless if maximum volume is not consumed and contract will only be until December 2021• Clarification was made that single and reversing pass feature are two different requirements, this will be clarified in the bid bulletin• Maximum limit to printing and scanning speed to be removed• HDD capacity to be clarified in the bid bulletin whether it will be lowered to 256GB from 500GB		
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	<ul style="list-style-type: none"> • Under Scope of Services Item No. 4, it was proposed by the bidder to have a provision specifying "must provide spare parts within 24 hours or replacement for the next 48 hours" • Under Scope of Services Item No. 9, bidder requested to have the delivery days set at 2-3 days • Clarification was made that all units shall be delivered to the DOT Makati office • Full color memory capacity from 5GB to 2GB to be clarified in the bid bulletin • Additional clarification and queries can be submitted to the BAC secretariat until 08 February 2021 		
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Prepared by:



VAL RAYMUND C. CERVANTES
Administrative Assistant III

Noted by:



GODOFREDO R. MALDONADO JR.
Head, BAC Secretariat

Approved Disapproved

DIR. MILAGROS Y. SAY
BAC Vice-Chairperson