

Republic of the Philippines
DEPARTMENT OF TOURISM
 351 Sen. Gil Puyat Avenue, 1200 Makati City
 Tel. No. (02) 459-5200 to 459-5230
<http://www.tourism.gov.ph>

MINUTES OF PRE-BID CONFERENCE
JANUARY 20, 2020 (MONDAY), 3:00 P.M.
2ND FLOOR TRAINING ROOM

Present were:

Bids and Award Committee:

ASec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice-Chairperson
Atty. Jennifer A. Olba	-	Member
Ms. Ma. Luz F. Falcunaya	-	Member

BAC Secretariat:

Ms. Melanie Claire P. Singzon	-	Member
Ms. Maria Alma O. Almazan	-	Member
Mr. John Phire P. Villamin	-	Staff
Mr. Val Raymund C. Cervantes	-	Staff

End-User:

Mr. Rolando Bautista	-	GSD
Mr. Roldan Pineda	-	GSD
Mr. Alvin Cabasan	-	GSD

Bidders:

Mr. Neil Estrella	-	UBIX Corporation
Mr. Carlos Ramirez	-	UBIX Corporation
Ms. Cassidy Cabangcala	-	Benz-Cy Int'l Inc.
Ms. Elma Cabangcala	-	Benz-Cy Int'l Inc.
Ms. Jamaica Macatiag	-	Inkrite Ink Refilling Station
Ms. Joyce Malabanan	-	Inkrite Ink Refilling Station
Mr. Dela Pena	-	ECopy Corporation
Ms. Jane Docut	-	ECopy Corporation
Mr. Andy Tan	-	ECopy Corporation

AGENDA

- ❖ **PROCUREMENT OF NETWORK OR CENTRALIZED PRINTING**
DOT-BAC-IB NO. 2019-041 (EPA)
PHP5,871,000.00

CALL TO ORDER AND QUORUM:

Upon declaration of a quorum, the BAC Chairperson, ASec. Roberto P. Alabado III called the meeting to order at around 2:49 p.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidders.

BUSINESS MATTERS:

- It was noted that a notice for the pre-bid conference was given to the Philippine Chamber of Commerce and Industry, Transparency and Accountability Network and the Commission on Audit. However, no representatives were sent.
- The presiding officer mentioned that the purpose of the pre-bid conference is to give an opportunity for the prospective bidders to seek clarifications on the terms of reference, including the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin (2016 Revised IRR - Section 22.4).
- The bidders were asked if they have seen and checked the Terms of Reference which was posted at the PhilGEPS and DOT websites. Copies of the terms of reference were distributed to the BAC members before the start of the meeting for their reference.

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The following questions and clarifications were raised on the Terms of Reference after Mr. Rolando Bautista briefly discussed its contents:

- Clarification was made that the DOT will be *leasing* the machines to be provided by the winning bidder
- Bidders are not allowed to aggregate contracts to meet the 50% of the Approved Budget for the Contract for the Single Largest and Completed Contract (SLCC)
- It was discussed that the DOT has consumed eight thousand pages per machine for the monochrome and three thousand one hundred sixty-four pages per machine for the colored
- Under the Scope of Services, item number 5, *Each monochrome and colored units are capable of producing a ~~maximum~~ minimum/at least of 8,000 copies per month ...*
- Under the technical specification for the Black and White Photocopier, maximum ceilings for the Print per minute (PPM) and Copy per minute (CPM) will be removed
- Minimum HDD capacity of Full-Color Photocopier to be discussed by the end-user office
- Bidder requested for the CPU processor to be manufacturing standard
- Queries may be emailed to the BAC Secretariat until 24 January 2020

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-Bid Conference was adjourned at 3:26 p.m.

Prepared by:


VAL RAYMUND C. CERVANTES
Administrative Assistant III, BAC Secretariat

Noted by:


GODOFREDO R. MALDONADO, JR.
Head, BAC Secretariat

Approved by:


ASEC. ROBERTO P. ALABADO III
BAC Chairperson