

Republic of the Philippines
DEPARTMENT OF TOURISM
351 Sen. Gil Puyat Avenue, 1200 Makati City
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<http://www.tourism.gov.ph>

**MINUTES OF PRE-BID CONFERENCE
JULY 1, 2019 (Monday), 10:30 a.m.
4th Floor Conference Room, DOT Bldg.**

Present were:

Bids and Award Committee:

ASec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice-Chairperson
Mr. Raymund Glen A. Agustin	-	Member
Ms. Ma. Luz F. Falcunaya	-	Member

Procurement Management

Ms. Mary Angelene A. Tolentino	-	Director
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BAC Secretariat:

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

End-User:

Ms. Jennifer Tumlos	-	GSD
Mr. Noel Villamayor	-	GSD

Bidders:

Mr. Paul Caringal	-	OTUS Copy Systems, Inc.
Ms. Sherryl de Guzman	-	Quartz Business Products Corp.

Agenda

- Procurement of Network or Centralized Printing Services

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 10:58 a.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidders.

Proceedings:

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 (IRR-A Section 22.4).
- Bidders were asked if they have seen and checked the Terms of Reference which is 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.

Procurement of Network or Centralized Printing Services (ABC: PhP 2,220,000.00)

- Representatives from the following prospective bidders were present during the pre-bid conference:
 1. OTUS Copy Systems, Inc.
 2. Quartz Business Products Corp.
- Ms. Jennifer Tumlos and Mr. Noel Villamayor were present as representatives of their office which formulated the technical specifications. Ms. Tumlos briefly discussed the contents of the technical specifications.

The following questions and clarifications were raised by the prospective bidders on the part of the terms of reference:

- The bidders verified the quantity and specifications of the printers/photocopiers and explained that the Approved Budget for the Contract (ABC) is insufficient for the quantity and specifications required
- The A3 requirement in the technical specifications is too expensive compared to the A4 which the bidders recommended if there would be no need for A3 printing. Whether to retain the A3 requirement or not would depend on the analysis/survey that the project officers will conduct to find out what/which offices/divisions require A3 printers/photocopiers.
- Billing shall be per page multiplied by the number of machines multiplied by number of months

- The bidders shared information about the Managed Printing Services (MPS) where the machines will automatically send an email to the supplier should there be an impending issue in the machine
- Whether to retain the *brand-new requirement* or not shall be discussed further
- Additional queries may be sent through email to the BAC Secretariat until 05 July 2019.

All revisions on the terms of reference, discussions and clarifications that have agreed upon during the pre-bid conference will be covered by a Supplemental/Bid Bulletin to be issued on 08 July 2019.

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 11:32 p.m.

Prepared by:


VAL RAYMUND C. CERVANTES
Staff, BAC Secretariat

Noted by:


GODOFREDO R. MALDONADO, JR.
Head, BAC Secretariat

Approved by:


ASEC. ROBERTO P. ALABADO III
BAC Chairperson