

  PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
	BAC-HoM-2024-050
	Reference Number
	Date: 10/10/2024

Title of Meeting:	Pre-Bid Conference re: One (1) Lot Five (5) Units High Quality Multifunction Network Printers and One (1) Unit Digital Led Printer.
Date & Time:	October 8, 2024/10:00 AM
Venue:	BAC Conference Room
No. of Participants:	16
Sex Ratio:	<input type="checkbox"/> 10 Male <input type="checkbox"/> 6 Female
Classification of Participants (No.):	<input type="checkbox"/> 16 Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Senior Citizen <input type="checkbox"/> 2 Indigenous People <input type="checkbox"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 10:00 AM by the BAC Chairperson, Ms. Melinda T. Quinones, for the Procurement of One (1) Lot Five (5) Units High-Quality Multifunction Network Printers and One (1) Unit Digital LED Printer with the Approved Budget for the Contract (ABC) amounting to Php 1,670,000.00.		
II. Attendees Prospective Bidders Operation Officer: Agency: Operation Officer: Agency: Operation Officer: Agency: BAC Chairperson: Vice Chairperson: Regular Member: Regular Member: BAC Secretariat Head: Staff: Staff: BAC-TWG Head: Member: End-User Staff, PMKMD Staff, PMKMD	<ul style="list-style-type: none"> ● Mr. Marjun Dumalagan Copy Data System Corporation ● Mr. Joms Ragel ECopy Corporation ● Ms. Karen G. Balidio ECopy Corporation ● Ms. Melinda T. Quiñones ● Ms. Marisa R. Lo ● Ms. Maria Belen A. Milanes ● Ms. Catherine A. Viray ● Mr. Ken Ryan P. Eleazar ● Ms. Anna Mariel D.C. Aque ● Mr. Sonny A. Chua Jr. ● Mr. John Errasmus Montiano ● Mr. Kelvin Jerome R. Rualo ● Mr. Juan Miguel G. Rentosa ● Mr. Bernard B. Masa 		


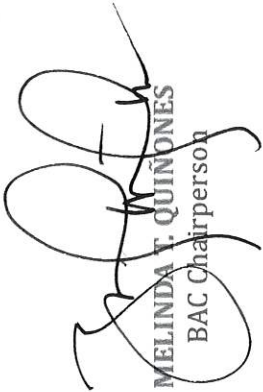





<p>III. Topics Discussed</p> <p>A. Presentation of the Bidding Documents</p> <p>-Technical Specifications and Terms of Reference</p> <p>-Checklist of Technical and Financial Documents</p> <p>B. Questions and Answers</p> <ul style="list-style-type: none"> • Mr. Marjun Dumalagan Copy Data System Corporation 	<p>Ms. Anna Mariel D.C Aque, BAC Secretariat staff, presented the following:</p> <p>a. Instructions to Bidders</p> <ul style="list-style-type: none"> • Scope of Bid • Funding Information • Eligible Bidders • Subcontracting • Clarification and Amendment of Bidding Documents • Eligibility and Technical Components • Bid and Payment Currencies • Bid Security • Sealing and Markings of Bid • Post Qualification <p>b. General Conditions of Contract</p> <ul style="list-style-type: none"> • Advance Payment and Terms of Payment • Performance Security • Inspection and Test • Warranty • Liability of the Supplier <p>Mr. Bernard B. Masa, Section Chief of PMKMD-KMS, presented the Technical Specifications and Terms of Reference (TOR) for the Procurement and Delivery of One (1) Lot Five (5) Units High Quality Multifunction Network Printers and One (1) Unit Digital LED Printer.</p> <p>Mr. Masa discussed the technical specifications of the following:</p> <ol style="list-style-type: none"> 1. High Quality Digital Multifunction LED Network Printers 2. Digital LED Printer <p>Ms. Melinda T. Quiñones, BAC Chairperson, discussed the following:</p> <p>a. Technical Component envelope</p> <p>b. Financial Component envelope</p> <p>Question 1: He inquired about the declaration of single largest contract to be submitted for this Procurement Activity and whether their contract for multifunction printers is acceptable.</p> <p>Answer 1: Yes, as long as it is a high-quality multifunction digital printer, not a regular photocopy machine</p>	
---	--	--

<ul style="list-style-type: none"> • Mr. Joms Ragel ECopy Corporation 	<p>Question 2: Mr. Ragel clarified the Paper Handling Capacity for Item No. 1 on Standard Paper Input Capacity: if it is really "at least 300 sheets." Because if the input capacity and rear slot are combined, it exceeds the required 300-sheet capacity: Cassette 1: 250 sheets + Rear Slot: 150 sheets= 400 sheets</p> <p>Answer 2: The end-user promised to review the requirements and, if necessary, include revisions in the supplemental bid.</p> <p>Question 3: Given that there are only two main operating systems, Windows and Mac OS, is there a mistake in the printer OS listed in Item No. 2?</p> <p>Answer 3: The end-user will review and verify this information and, if necessary, include revisions in the supplemental bid.</p> <p>Question 4: In Item No. 2 under Consumables, is the estimated page yield only 500-1,000 pages?</p> <p>Answer 4: The end-user will review and verify this information and, if necessary, include revisions in the supplemental bid.</p> <p>Question 5: Since this is a single-lot item, should the total bid amount align with the total cost per printer?</p> <p>Answer 5: Our price schedule includes two items: a 5-unit package priced at Php1,150,000.00 and a single unit at Php520,000.00. Please provide these costs individually in the document submitted to the BAC for inventory purposes, and also include your bid price on a per-lot basis for evaluation.</p> <p>Additionally, the bid will be deemed valid regardless of whether the item's quote is above or below the required amount, provided that the combined total for both items remains within the approved budget for the contract (ABC).</p>	
<ul style="list-style-type: none"> • Mr. Marjun Dumalagan Copy Data System Corporation 	<p>Question 6: If we cannot submit the Net Financial Contracting Capacity (NFCC), can we provide the Audited Financials instead?</p> <p>Answer 6: No, the NFCC is a required financial document under Section VIII. Checklist of Technical and Financial Documents of the Philippine Bidding Documents.</p>	
<ul style="list-style-type: none"> • Mr. Ken Ryan Eleazar BAC Secretariat Head 	<p>Mr. Eleazar noted that the bid submission dates are listed as October 1 to October 22, 2024 (8:00 AM to 4:00 PM) and on October 22, 2024 (8:00 AM to 9:00 AM). However, the correct dates should be October 1 to October 21, 2024 (8:00 AM to 4:00 PM), and October 22, 2024 (8:00 AM to 9:00 AM). The bid opening will still take place on October 22, 2024, at 10:00 AM.</p>	



	<p>The BAC and the BAC TWG shall review the queries made by prospective bidders during the pre-bid conference and the queries thru emails of the BAC Secretariat on or before October 12, 2024. The BAC shall issue the supplemental bid bulletin on or before October 15, 2024, if needed.</p> <p>Posting of the supplemental bid bulletin in PhilGEPS website is on October 15, 2024</p>		
<p>IV. Adjournment</p>	<p>The meeting was adjourned at 11:15 AM.</p>		

<p>Date prepared: October 10, 2024</p>	<p>Approved by:</p>		
<p>Prepared by:</p> <p> KEN RYAN M. ELEAZAR Head, BAC Secretariat</p>	<p> MELINDA T. QUINONES BAC Chairperson</p>		
<p>Recommending Approval by:</p>			<p> MARISA R. LO BAC Vice Chairperson</p> <p> MARIA BELEEN A. MILANES BAC Member</p> <p> CATHERINE A. VIRAY BAC Member</p>

