

	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> Control of Records Quality Form <b>HIGHLIGHTS OF THE MEETING</b>	PCAF-QP03-F03 Version 2
		BAC-HoM-2025-009
		Reference Number
	Date:	3/17/2025

<b>Title of Meeting:</b>	Pre-Bid Conference re: One (1) Lot Supply and Delivery of Five (5) Units of High Quality Digital Led Multifunction Network Printers and One (1) Unit Digital LED Printer.
<b>Date &amp; Time:</b>	March 6, 2025/10:00 AM
<b>Venue:</b>	BAC Conference Room
<b>No. of Participants:</b>	19
<b>Sex Ratio:</b>	<input type="text" value="10"/> Male <input type="text" value="9"/> Female
<b>Classification of Participants (No.):</b>	<input checked="" type="checkbox"/> 19 Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> PWD <input type="text" value="2"/> Senior Citizen <input type="checkbox"/> Senior Citizen <input type="text" value="0"/> Indigenous People <input type="checkbox"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
<b>I. Call to Order</b>	The meeting was called to order at 10:00 AM by the Bids and Awards Committee (BAC) Chairperson, Ms. Floreliz P. Avellana, for the Procurement of One (1) Lot Supply and Delivery of Five (5) Units of High Quality Digital Led Multifunction Network Printers and One (1) Unit Digital LED Printer, with the Approved Budget for the Contract (ABC) amounting to One Million Seven Hundred Seventy-Two Thousand Pesos Only (PhP 1,772,000.00).		
<b>II. Attendees</b>			
<b>Prospective Bidders</b>			
Operation Officer: Agency:	• <b>Mr. Jose Jun Zaracena</b> Philcopy Corporation (PCC)		
Operation Officer: Agency:	• <b>Mr. Marjun Dumalagan</b> Copy Data System Corporation (CDSC)		
Operation Officer: Agency:	• <b>Ms. Femmie B. Peña</b> R4L Enterprises		
Operation Officer: Agency:	• <b>Ms. Rosana Alipio</b> R4L Enterprises		
Operation Officer: Agency:	• <b>Ms. Karen G. Balidio</b> ECopy Corporation (ECC)		
Operation Officer: Agency:	• <b>Mr. Rommel Rebuta</b> ECopy Corporation (ECC)		
Operation Officer: Agency:	• <b>Mr. Jericho Salayon</b> ISource Asia Business Solution Corporation (ISABSC)		



<p>Operation Officer: Agency:</p> <p><b>BAC</b> Chairperson: Vice Chairperson: Regular Member:</p> <p><b>BAC Secretariat</b> Head: Staff: Staff:</p> <p><b>BAC-Technical Working Group (TWG)</b> Head:</p> <p><b>End-User</b> Staff, PMKMD</p> <p><b>Observer</b> Representative, PCAFAEA</p>	<ul style="list-style-type: none"> <li>• <b>Ms. Anne Glacy Lorena</b> Gakken Philippines, Inc. (GPI)</li> <li>• Ms. Floreliz P. Avellana</li> <li>• Ms. Marisa R. Lo</li> <li>• Ms. Catherine A. Viray</li> <li>• Mr. Ken Ryan P. Eleazar</li> <li>• Ms. Anna Mariel D.C. Aque</li> <li>• Mr. Sonny A. Chua Jr.</li> <li>• Mr. John Errasmus M. Montiano</li> <li>• Mr. Svenjo S. Nicdao</li> <li>• Ms. Alcel B. Atanacio</li> </ul>		
<p><b>III. Topics Discussed</b></p> <p>A. Presentation of the Bidding Documents</p> <p>-Technical Specifications and Terms of Reference</p>	<p><b>Ms. Anna Mariel D.C Aque</b>, BAC Secretariat staff, presented the following:</p> <p><b>a. Instructions to Bidders</b></p> <ul style="list-style-type: none"> <li>• Scope of Bid</li> <li>• Funding Information</li> <li>• Eligible Bidders</li> <li>• Subcontracting</li> <li>• Clarification and Amendment of Bidding Documents</li> <li>• Eligibility and Technical Components</li> <li>• Bid and Payment Currencies</li> <li>• Bid Security</li> <li>• Sealing and Markings of Bid</li> <li>• Post Qualification</li> </ul> <p><b>b. General Conditions of Contract</b></p> <ul style="list-style-type: none"> <li>• Advance Payment and Terms of Payment</li> <li>• Performance Security</li> <li>• Inspection and Test</li> <li>• Warranty</li> <li>• Liability of the Supplier</li> </ul> <p><b>Mr. Svenjo S. Nicdao</b>, End-user of PMKMD, presented the Technical Specifications and Terms of Reference (TOR) for the Procurement of One (1) Lot Supply and Delivery of Five (5) Units of High Quality Digital Led Multifunction Network Printers and One (1) Unit Digital LED Printer.</p>		



<p>-Checklist of Technical and Financial Documents</p> <p>• <b>Mr. Ken Ryan P. Eleazar</b> BAC Secretariat Head</p> <ul style="list-style-type: none"> <li>- Class A Documents</li> <li>- Class B Documents</li> <li>- Retention Fee</li> <li>- Bidding Documents</li> <li>- Technical Specifications</li> </ul>	<p><b>Mr. Nicdao</b> discussed the technical specifications of the following:</p> <ol style="list-style-type: none"> <li>1. High Quality Digital Led Multifunction Network Printers; and</li> <li>2. Digital LED Printer.</li> </ol> <p><b>Ms. Floreliz P. Avellana</b>, BAC Chairperson, discussed the following:</p> <p><b>a. Technical Component envelope; and</b> <b>b. Financial Component envelope.</b></p> <p>Mr. Eleazar reminds all prospective bidders to submit their Class A documents. While some "Class A" documents may not have been explicitly listed, it is advisable to include them, as our NFCC computation depends on audited financial statements duly received and stamped by the Bureau of Internal Revenue, and these documents will also be necessary for the post-qualification assessment.</p> <p>Mr. Eleazar informs prospective bidders of an updated Omnibus Sworn Statement (OSS) template. He emphasizes that any omission of required information will be grounds for disqualification.</p> <p>Ms. Marisa R. Lo, Vice Chairperson of the BAC, asked if we could set the warranty to be required from the supplier.</p> <p>Update: The 5% warranty is already specified in Clause No. 5 of the Special Conditions of the Contract.</p> <p>Mr. Eleazar reminded the prospective bidders to sign all pages of bid documents by the authorized representative over their printed name with designation.</p> <p>The BAC recommends that suppliers explicitly indicate "comply" for each specification parameter met by their offered items and attach a brochure to identify the brand and appearance of the items.</p>		
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<p><b>B. Questions and Answers</b></p> <p><u>5 Units of High Quality Digital Led Multifunction Network Printers</u></p> <ul style="list-style-type: none"> <li>• <b>Mr. Jose Jun Zaracena (PCC)</b></li>   <li>• <b>Mr. Jericho Salayon (ISABSC)</b></li>   <li>• <b>Mr. Jose Jun Zaracena (PCC)</b></li>   <li>• <b>Mr. Rommel Rebuta (ECC)</b></li>   <li>• <b>Ms. Anne Glacy Lorena (GPI)</b></li> </ul>	<p><b>Suggestion:</b> Philcopy suggests changing the printer title from "<b>High Quality Digital Led Multifunction Network Printers</b>" to "<b>Heavy Duty Multifunction Digital Printers</b>".</p> <p><b>Answer:</b> Noted. We acknowledge Philcopy's suggestion to revise the printer title. This change will be carefully reviewed and considered to ensure that the new title accurately reflects the specifications, capabilities, and intended use of the printers. Any necessary adjustments will be incorporated to align with the project requirements and procurement guidelines.</p> <p><b>Question 1:</b> Mr. Salayon inquired whether the "Electro Photographic Printing Method" specification could be removed, noting that this terminology is not prevalent in their brand's documentation. He expressed concern that requiring this specific term could lead to supplier disqualification if their brochures utilize alternative, yet functionally equivalent, terminology.</p> <p><b>Question 2:</b> Mr. Zaracena inquired whether the Printing Method specification could be amended to "Electro Photographic Printing Method/Laser" by adding the term "Laser".</p> <p><b>Suggestion:</b> Mr. Montiano, BAC-TWG suggested to include "or its equivalent" to the printing method specification. The BAC and End-user agreed with the suggestion made by BAC TWG.</p> <p><b>Response:</b> The BAC, the BAC Technical Working Group, and the End-user jointly decided to include the phrase "or its equivalent" within the "Printing Method" specification.</p> <p><b>Question 3:</b> Mr. Rebuta expressed concern regarding the inclusion of 8k and 16k paper sizes in the specifications, noting that these sizes are not commonly used. Given that the standards typically employ metric (A3, A4, A5, A6) or inch (8.5"x11", 8.5"x14", 11x17") measurements, Mr. Rebuta requested clarification on the specific dimensions and printing method used for 8k and 16k paper sizes,</p> <p><b>Suggestion:</b> Ms. Lorena suggests simplifying the paper size specifications by using minimum and maximum ranges instead of listing individual sizes.</p>		
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<ul style="list-style-type: none"> <li>• <b>Mr. Jose Jun Zaracena</b> (PCC)</li> </ul>	<p><b>Response:</b> Mr. Nicdao clarified that 8k and 16k are paper names and indicated he sees no problem with the removal of the specifications. Subsequently, following the BAC, BAC TWG, and end-user's acceptance of Ms. Lorena's suggestion, the paper size specifications will be revised to utilize minimum and maximum ranges.</p> <p><b>Suggestion:</b> Mr. Zaracena raised a concern regarding the recommended print speed "A4(Landscape): at least 25 ppm and A3: at least 14 ppm". He proposed that if the A4 (Landscape) print speed is 25ppm, the A3 print speed should be adjusted to 12ppm, citing that A3 is double the size of A4 and thus, its speed should be half or less</p> <p><b>Response:</b> Mr. Eleazar obtained the affirmative responses of all suppliers to Mr. Zaracena's proposition. Subsequently, with the acceptance of the same proposition by the Bids and Awards Committee (BAC), the BAC Technical Working Group (TWG), and the end-user, the 'Print Speed' specifications shall be amended to require a minimum of 12 pages per minute (ppm) for A3 printing.</p>		
<ul style="list-style-type: none"> <li>• <b>Ms. Anne Glacy Lorena</b> (GPI)</li> </ul>	<p><b>Question 4:</b> Ms. Lorena questioned the acceptability of utilizing 'image per minute' (IPM) as an alternative to 'pages per minute' (PPM) when referring to print speed.</p> <p><b>Answer:</b> Mr. Nicdao stated that the use of IPM is acceptable, as it can be converted to PPM.</p>		
<ul style="list-style-type: none"> <li>• <b>Mr. Jose Jun Zaracena</b> (PCC)</li> </ul>	<p><b>Question 5:</b> Regarding the '2 (front 1, rear 1)' paper tray specification, Mr. Zaracena sought clarification on the rear tray's function, citing the uncommon nature of rear paper input trays. He and others suspected it was a bypass tray, but noted that bypass trays are traditionally front or side-located. Mr. Zaracena recommends revising the specification to designate the rear tray as a 'bypass' tray, rather than omitting it.</p> <p><b>Response:</b> Mr. Nicdao requested recommendations from prospective bidders regarding the paper trays. Following the BAC, BAC TWG, and end-user's approval of Ms. Zaracena's suggestion, the '1 rear paper tray' specification will be revised to '1 bypass tray'.</p>		
<ul style="list-style-type: none"> <li>• <b>Mr. Jose Jun Zaracena</b> (PCC)</li> <li>• <b>Mr. Rommel Rebuta</b> (ECC)</li> <li>• <b>Ms. Anne Glacy Lorena</b> (GPI)</li> </ul>	<p><b>Suggestion:</b> A conflict in the standard paper input capacity was identified by Mr. Zaracena, Mr. Rebuta, and Ms. Lorena. The stated 'at least 300 sheets' (Cassette 1: 250 sheets + Rear/bypass Slot: 150 sheets) yields a total of 400 sheets. They propose amending the rear/bypass slot capacity to 100 sheets and the overall capacity to 350 sheets, given that the standard/minimum for the rear/bypass slot is 100 sheets.</p>		





<ul style="list-style-type: none"> <li>• <b>Ms. Anne Glacy Lorena (GPI)</b></li> <li>• <b>Ms. Anne Glacy Lorena (GPI)</b></li> <li>• <b>Ms. Anne Glacy Lorena (GPI)</b></li> <li>• <b>Mr. Jose Jun Zaracena (PCC)</b></li> <li>• <b>Mr. Rommel Rebuta (ECC)</b></li> <li>• <b>Mr. Jose Jun Zaracena (PCC)</b></li> </ul>	<p><b>Response:</b> The BAC, BAC TWG, and end-user acknowledged this suggestion and will address it in further discussions.</p> <p><b>Suggestion:</b> Ms. Lorena proposes a balanced output capacity. She suggests specifying 250 sheets for both face-up and face-down outputs, or alternatively, simplifying the specification to 'Output Capacity: At least 250 sheets'.</p> <p><b>Response:</b> Upon acceptance of Ms. Lorena's suggestion by the BAC, BAC TWG, and the end-user, the 'Output Capacity' specification will be amended to 'Output Capacity: at least 250 sheets'.</p> <p><b>Suggestion:</b> Ms. Lorena identified potential ambiguity in the '+ 3x Optional Cassette' specification. Given that these cassettes are not part of the standard offering and are subject to separate pricing, Ms. Lorena proposes omitting this specification to ensure all prospective bidders have a clear understanding of the included items.</p> <p><b>Response:</b> The decision to omit the '+ 3x Optional Cassette' specification has been accepted by the BAC, BAC TWG, and the end-user.</p> <p><b>Question 4:</b> Ms. Lorena inquired whether the 'Maintenance' provision constitutes a lifetime onsite service.</p> <p><b>Response:</b> Mr. Eleazar stated the end-user would be consulted regarding lifetime onsite service. However, Ms. Marisa clarified that all printers procured by PCAF have lifetime service.</p> <p><b>Question 5:</b> Mr. Zaracenas requested a revision to the Consumables specification to enable his participation in the bidding, as his proposed initial CMYK set (12,000 pages for CMY, 25,000 pages for Black) does not meet the current requirement of '1 initial set CMYK (at least 20,000 pages)'</p> <p>For the record, the BAC, BAC TWG, and end-user acknowledged this, but no immediate response.</p> <p><b>Question 6:</b> Mr. Rebuta inquired about the 20,000 CMYK specification, specifically seeking clarification on whether it referred to a combined total for all colors or 20,000 pages per individual color. Following Mr. Zaracena's suggestion that if the 'CMYK (at least 20,000 pages)' specification is indeed for a combined color output, there is no need to alter the numerical value; instead, the specification should be amended to explicitly include the phrase 'combined color output'.</p>		
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<p>• <b>Mr. Jose Jun Zaracena</b> (PCC)</p> <p>• <b>Mr. Jose Jun Zaracena</b> (PCC)</p> <p>• <b>Mr. Rommel Rebuta</b> (ECC)</p> <p><u>1 Unit Digital LED Printer</u></p> <p>• <b>Mr. Jose Jun Zaracena</b> (PCC)</p>	<p><b>Response:</b> Mr. Nicadao (end-user) confirmed that the specified 20,000 CMYK refers to a combined color output. Following the BAC, BAC TWG, and end-user's acceptance of Mr. Zaracena's suggestion, "Combined Color Output" will be incorporated into the specifications.</p> <p><b>Question 7:</b> Mr. Zaracena inquired about the "estimated page yield based on a 10% coverage area," noting it was the first time they had encountered this specification. All suppliers stated that the standard coverage area is 5%, with a maximum of 6%. Consequently, the BAC sought agreement from the suppliers on a suitable percentage for the 'coverage area', and all concurred on a 5% coverage area.</p> <p><b>Response:</b> The BAC, BAC TWG, and end-user acknowledged this suggestion and will address it in further discussions.</p> <p><b>Question 8:</b> Mr. Zaracena raised a concern regarding the ADF specification "Paper Capacity up to 150 pages 80gsm." He pointed out the potential inaccuracy, stating that 80gsm paper is typically too thick to accommodate 150 pages. Mr. Zaracena then requested a modification of the specification to "Paper Capacity up to 100 pages 80gsm". and Mr. Rebuta also raised a concern about the ADF specification "Support Paper Thickness at least 60-128 g/m2," requesting a change to "at least 60-120 g/m2." The BAC subsequently sought the agreement of all suppliers on this matter.</p> <p><b>Response:</b> This is noted, the End-User, the TWG, and the BAC acknowledge this suggestion and will address it in further discussions.</p> <p><b>Question 1:</b> Following up on his earlier inquiry, Mr. Zaracena again questioned the acceptability of "Laser Printer" for the Printing Method specification, noting that it is commonly used, with an estimated 80% to 90% of users employing this type of printer.</p> <p><b>Response:</b> Consistent with the agreement in Item No. 1, the BAC, BAC Technical Working Group, and the End-user decided on the following:</p> <ul style="list-style-type: none"> <li>• Include "or its equivalent" in the "Printing Method" specification.</li> <li>• Include "or its equivalent" in the "Font" specification.</li> <li>• Revise the "Paper Size" specification to use minimum and maximum ranges.</li> </ul>		
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<ul style="list-style-type: none"> <li>• <b>Ms. Anne Glacy Lorena</b> (GPI)</li> </ul>	<p><b>Question 2:</b> Ms. Lorena questioned the "Paper Weight" specification, asking if a minimum and maximum could be specified. She also commented that 52gsm paper is too thin for standard document printing, thinner than an official receipt, for example.</p> <p><b>Response:</b> Mr. Eleazar inquired with the suppliers regarding the acceptability of 52gsm as the minimum GSM. Several suppliers expressed their disagreement and proposed a standard of 60gsm.</p>		
<ul style="list-style-type: none"> <li>• <b>Mr. Rommel Rebuta</b> (ECC)</li> </ul>	<p><b>Mr. Rebuta</b> inquired whether the end-user would be amenable to reducing the "Print Speed" requirement from 50ppm to 40ppm, explaining that the printer is intended for high-volume printing, if possible.</p> <p><b>Response:</b> This is noted, the End-User, the TWG, and the BAC acknowledge this suggestion and will address it in further discussions.</p>		
<ul style="list-style-type: none"> <li>• <b>Mr. Jericho Salayon</b> ISource Asia Business Solution Corporation (ISABSC)</li> </ul>	<p><b>Question:</b> Mr. Salayon expressed his concern regarding the potentially low quantity specified for "Consumables (500-1000)."</p> <p><b>Response:</b> Mr. Nicdao said that this might be a typographical error.</p> <p>The End-User, the TWG, and the BAC acknowledge this suggestion and will address it in further discussions.</p> <p>The BAC and the BAC TWG shall review the queries made by the prospective bidders during the pre-bid conference and the queries sent via email to the BAC Secretariat on or before March 10, 2025. If needed, the BAC shall issue the supplemental bid bulletin on or before March 13, 2025.</p> <p>Posting of the supplemental bid bulletin on the PhilGEPS website is on March 13, 2025</p>		
<p>IV. Adjournment</p>	<p>The meeting was adjourned at 12:08PM.</p>		

<p>Date prepared: March 17, 2025</p>	
<p>Prepared by:</p> <p style="text-align: center;"><i>[Signature]</i> <b>KEN RYAN P. ELEAZAR</b> Head, BAC Secretariat</p>	<p>Approved by:</p>
<p>Recommending Approval by:</p> <p style="text-align: center;"><i>[Signature]</i> <b>MARISA R. LO</b> BAC Vice-Chairperson</p> <p style="text-align: center;"><i>[Signature]</i> <b>CATHERINE A. VIRAY</b> BAC Member</p>	<p style="text-align: center;"><i>[Signature]</i> <b>FLORELIZ P. AVELLANA</b> BAC Chairperson</p>

