



BIDS AND AWARDS COMMITTEE
MINUTES OF THE PRE-BID CONFERENCE FOR ONE (1) LOT CENTRALIZED
PRINT SERVICES SOLUTION FOR GCG COVERING THE PERIOD
01 JANUARY 2021 TO 31 DECEMBER 2021

*04 December 2020, 10:00 AM, GCG Board Room, 3/F Citibank Center,
 8471 Paseo de Roxas, Makati City*

ATTENDANCE:

BAC MEMBERS

DIR. JOHANN CARLOS S. BARCENA
 DIR. MICHAEL D. PABALINAS
 DIR. ANNABELLE B. DUKA
 ATTY. JULIET MARIE M. GUEVARA
 MS. JUDITH C. JEBULAN

PROCUREMENT MANAGEMENT DIVISION (PMD)

CHRISTIAN PAUL N. PINOTE
 REYNALDO C. PARUÑGAO, JR.
 ARRIANE MAE S. ADIS

TECHNICAL WORKING GROUP (TWG)

FIDEL PONCE D. LOPEZ
 ATTY. MICHAEL M. VALMORIA
 RAYMOND C. RAMOS
 MARK GREGOR M. BENCITO

PROSPECTIVE BIDDERS' REPRESENTATIVES

RANNEL A. VERDEFLOR
 CARLOS ANGELO RAMIREZ
 NEIL JOHN ESTRELLA

1 **I. CALL TO ORDER AND DETERMINATION OF QUORUM**

2 The Chairman called the meeting to order at 10:07AM. Upon determination of a
 3 quorum, the PMD informed the Committee that the required observers namely: Mr.
 4 Crisanto S. Frianeza of the Philippine Chamber of Commerce and Industries
 5 (PCCI), Mr. Amado N. Ablao of the Commission on Audit (COA), and Mr. Edilberto
 6 C. Guyano of the Catholic Bishops Conference of the Philippines (CBCP) were
 7 duly notified of the Pre-bid Conference through email on 26 November 2020.

8 The Committee then proceeded with the agenda.

9 **II. PRE-BID CONFERENCE – ONE (1) LOT CENTRALIZED PRINT SERVICES**
 10 **SOLUTION FOR GCG COVERING THE PERIOD FOR 01 JANUARY 2021 TO 31**
 11 **DECEMBER 2021**

12 The Chairman acknowledged the presence of the prospective bidders'
13 representatives. Joining the Pre-Bid Conference through video conferencing via
14 the Microsoft Teams application are Mr. Carlos Angelo Ramirez and Mr. Neil John
15 Estrella of U-bix Corporation (U-Bix) and Mr. Rannel Verdeflor of Quartz Business
16 Products Corporation (Quartz).

17 The Chairman informed the prospective bidders' representatives that the Pre-
18 Bid Conference is conducted to serve as a venue to discuss, clarify and explain,
19 among other things, the eligibility requirements, technical and financial
20 components of the project to be bid, and for them to further seek clarifications on
21 the Terms of Reference (TOR) from the end-user. The Chairman asked the
22 prospective bidders' representatives if they were able to read the TOR of the
23 project which both prospective bidders answered in the affirmative. The Chairman
24 instructed the PMD to ask the prospective bidders one by one to facilitate the
25 questioning in an orderly manner.

26 **U-Bix**

27 Mr. Estrella pointed out that the procuring entity requires the lease of five (5)
28 units monochrome photocopier machine. He also pointed out that it was not
29 indicated if those machines are A3 since Section 1.2 of the TOR required the said
30 machines to have at least 20 ppm copy and print speed in A4 size. He asked if the
31 requirement for the machines is A3. Mr. Lopez informed Mr. Estrella that the
32 minimum requirement is A4 and the maximum is A3. Mr. Estrella suggested that
33 the procuring entity indicate the A3 maximum requirement for the machines in the
34 TOR.

35 Mr. Estrella expressed his concern regarding Section 4.6 of the TOR. It states
36 that the winning bidder must provide a service unit for each machine that cannot
37 be repaired within the day of the service call. He claimed that it is standard that the
38 service provider deliver first spare parts and try to fix the unit within the first twenty
39 four (24) hours. Only after that if the unit cannot still be fixed will the service
40 provider provide a service unit. He asked the end-user to reconsider section 4.6
41 and suggested that service provider be allowed to repair the unit within forty-eight
42 (48) hours before being required to provide a service unit. Mr. Bencito informed Mr.
43 Estrella that his concern and suggestion is noted and it will be discussed by the
44 end-user, however, whatever specifications indicated in the TOR remains the
45 requirement for the project as of the moment.

46 Mr. Bencito also addressed the query posed by Mr. Estrella regarding Section
47 1.2 of the TOR. Mr. Bencito clarified that having machines with A3 capability does
48 not matter as long as the said machines are A4 capable. Mr. Estrella explained
49 that the concern is related to Section 1.9. He claimed that their A4 machines won't
50 be able to handle the required 1100 paper sheets. Usually, the 1100 paper sheets
51 requirement is compatible with A3 machines. He added that A4 machines cannot
52 be considered as heavy duty machines since most of them are tabletop. He
53 suggested to require and specify in the TOR A3 heavy duty machines to avoid
54 overloading and downtime. Mr. Bencito reiterated that requirement is A4 and it
55 won't matter if the machines to be provided are also A3 capable.



56 Mr. Estrella cited Section 4.8 of the TOR which requires that all photocopier
57 machines supplied be either newly manufactured or non-surplus units. Pointing out
58 that non-surplus units are not second hand, he asked if it can be indicated in the
59 TOR that the requirement be brand new units. Mr. Bencito asked the prospective
60 bidders if they are capable of providing brand new units. Mr. Estrella in behalf of U-
61 Bix answered in affirmative. Mr. Verdeflor in behalf of Quartz emphasized that as
62 GCG's current service provider, all their machines deployed in GCG office are still
63 in good condition. He added that the ABC might not be enough if they will be
64 required to provide brand new machines. Mr. Estrella commented that the units
65 currently deployed by Quartz in GCG cannot be considered neither newly
66 manufactured nor non-surplus. The Chairman asked the end-user to clarify what
67 newly manufactured and non-surplus mean. Mr. Bencito clarified that newly
68 manufactured and non-surplus would include both brand new and refurbished
69 machines.

70 Quartz

71 Next, the PMD asked Quartz if they have any queries regarding the project. Mr.
72 Verdeflor manifested that he doesn't have any questions as of the moment. He just
73 want to know the deadline for queries regarding the project. The Chairman
74 informed everyone that the last day to submit queries is within ten (10) calendar
75 days prior to the opening of bids. Prospective bidders have until 06 December
76 2020 to submit their queries to GCG. The Chairman added that queries may be
77 sent through e-mail. The PMD informed the prospective bidders that they may
78 email their queries at procurement@gcg.gov.ph. The PMD also asked prospective
79 bidders to also include in the email the end-users at jcjebulan@gcg.gov.ph,
80 fpdlopez@gcg.gov.ph and mgbencito@gcg.gov.ph.

81 Other Reminders

82 The Chairman requested the bidders to prepare in advance their documents for
83 post-qualification to avoid exhausting the five (5) calendar days they are entitled in
84 case they are declared to have submitted the Lowest Calculated Responsive Bid
85 considering that the procurement must be completed before the end of the year as
86 the project is for implementation on January 1.

87 The prospective bidders were reminded to submit physical copies of their bid
88 submissions before 10:00AM of 16 December 2020, otherwise, their submissions
89 will be deemed late and not considered for the project.

90 They were also reminded to pay the bidding document fees in order for them to
91 participate in the submission of bids. Ms. Jebulan informed the prospective bidders
92 that due to the skeletal work force setup of GCG, the cashier will only be available
93 to receive their payments for bidding document fees on 07, 09, 14 December 2020
94 from 9:00AM to 3:30PM and on 16 December 2020 before the opening of the bids.

95 **III. ADJOURNMENT**

96 There being no further questions from the prospective bidders, the Committee
97 adjourned the meeting at 10:41AM.

DIR. JOHANN CARLOS S. BARCENA

BAC Chairman

(NOT PRESENT)

DIR. GENE CARL L. TUPAS

Member

(NOT PRESENT)

DIR. IRVING V. OCCENA

Member

DIR. MICHAEL D. PABALINAS

Vice-Chairman

DIR. ANNABELLE B. DUKA

Member

ATTY. JULIET MARIE M. GUEVARA

Member

MS. JUDITH C. JEBULAN

Member

Prepared By:

CHRISTIAN PAUL N. PINOTE

Supervising Administrative Officer - PMD