

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Digital Multi-Function Copier with Archiving System and Consumables for
Records Office and Board Secretary Office

September 18, 2019, 02:25 PM

BAC Bidding Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Toy Adel	Grandslam, Inc. - Unit 4 Sorrento Oasis, C. Raymundo, Pasig City
2.	Erwin Manaripis	Otus Copy Systems - 10F MG Tower 75 Shaw Mandaluyong City
3.	Thess dela Peña	E-copy - 5837 Zobel Roxas, Palanan, Makati
4.	Anthony Solson	Link Network - L3 Calle Industria, Quezon City
5.	Patrick Ramos	Doña Alejandra - Timog Ave., Quezon City

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Manuel Bifog	BAC Vice Chairman
3.	Marc Edward D. Velasco	BAC Member
4.	Epifanio G. Cordero, Jr.	BAC Member
5.	Anna Christine S. Abellana	BAC Member
6.	Abigail Marie V. Rivera	BAC Member Alternate
7.	Charlie Esquivel	BAC Member Alternate
8.	Atty. Michelle C. Labajanan	BAC Secretary
9.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
10.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
11.	Jeanette Dinglasan	BAC Secretariat Support Staff
12.	Ariel Flores	BAC Secretariat Support Staff
13.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Erwin Guillermo	TWG Member
2.	Reina Preciosa Evangelista	TWG Member
3.	Norberto Dinglasan	TWG Member

D. Observer

	Names	Position
1.	Aljandro Millefe II	Commission on Audit Representative

E. Others

	Names	Position
1.	Engr. Jose Damole	Consultant
2.	Ethel M. Goh	Procurement Head
3.	Julia Llanto	End-User
4.	Rufino Serdoncillo	PSC-PHISGOC

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Digital Multi-Function Copier with Archiving System and Consumables for Records Office and Board Secretary Office**, with an Approved Budget for Contract of **One Million Eight Hundred Thirty-Five Thousand Six Hundred Forty Pesos (Php 1, 835, 640.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on September 10, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members, Commission on Audit (COA) Representative and other attendees. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above were mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI) and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the validity period of the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship, Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. **The General Information Sheet for 2019** shall also be submitted in case bidder is a corporation. In case the following document is not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.

5. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture. In case bidder does not have Joint Venture Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY**;
6. Duly signed and notarized statement of completed similar government and private contracts for the last three (3) years or more from the opening of the bidding with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
7. Duly signed and notarized statement of ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
8. **Duly Signed and notarized statement** of completed single largest contract that is similar to the contract to be bid, and whose value must be **at least fifty percent (50%) of the ABC**;
9. End user's Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from other Client.
10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.** Include Quarterly Income Tax Return for the 1st Quarter of 2019. In case of manual filing, the bidder must submit a certification from the BIR and proof of payment from the authorized bank;
11. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must specifically be for Procurement Project and must state the name of the Philippine Sports Commission. The BAC Chairman emphasized that the Committed Line of Credit must constitute as a guarantee on the part of the issuing bank precisely because the requirement is for a Committed Line of Credit;

B.2. As to Technical Documentary Requirements:

12. Bid Security

- Required Bid Security Form
- **Duly Signed and Notarized Bid Securing Declaration** or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security;

13. Technical Specifications:

Item No.	Description	Qty	Unit
1	Digital Multi-Function Copier with Archiving System Copy/Network Print/Scan / Archive 30 Copies/ pages-per minute color /BW A4 80 Scan speed per minutes Maximum paper size: 12" x 18" (SRA3) 5GB Standard memory 500GB Hard Disk Drive (Std.) 2 x 550 sheets paper tray plus 100-sheet bypass tray	3	Units

	<p>LCD Display Panel 10.1 inch. Touch screen</p> <p>Multiple copy: 1-9,999 copies</p> <p>Paper size maximum SRA3 (12" X 18")</p> <p>CPU Processor speed: 1.4 GHz</p> <p>Reversing Document Feeder (100-sheets)</p> <p>Archiving and Google cloud ready (options)</p> <p>Consumables yield & cost: Toner Color min. 24, 000 copies/pc cost not more than P14,000 each cartridge (Cyan/Magenta/ Yellow)</p> <p>Life time free service & one (1) year warranty on Parts or 360,000 copies whichever comes first</p> <p>30,000 copies monthly volume capacity</p> <p>Archiving System:</p> <p>2TB HDD/8GB RAM/ Intel core 15 processor</p> <p>Must have it own technical support team based in the Philippines for MFP & Document Management Software to perform the technical support duties</p> <p>Audit Trail and Username Password and with eight (8) index fields</p> <p>Search Archive Documents using the index tags and content via OCR</p> <p>Upload Scanned documents direct from MFD LCD Panel</p> <p>Login to Document Management Software directly from the MFD LCD panel</p> <p>Built in server repository of scanned documents</p> <p>INCLUDED IN THE PACKAGE</p> <p>Reversing Document feeder, Dual cassette with drawer stand and with all initial consumables are in regular copy life/ not starter kit.</p> <p>Delivery Installation</p> <p>Machine and Consumables</p> <p>Breakdown:</p> <p>Records Office - 2 Units</p> <p>Board Secretary Office - 1 Units</p> <p>Consumables</p>		
2	Toner, Black	3	units
3	Toner, Cyan	3	units
4	Toner, Magenta	3	units
5	Toner, Yellow	3	units
	Breakdown:		
	Records Office - 2 Toner/Unit		
	Board Secretary Office - 1 Toner/Unit		

Delivery Schedule: 30 days upon receipt of Notice to Proceed

The Bids and Awards Committee will issue a Supplemental Bid Bulletin that the bidders must submit a brochure on the Opening of Bids.

14. Tax Payers Identification Number/Certificate of Registration;
15. Tax Clearance Certificate per Executive Order 398, series of 2005, **as finally reviewed and approved by the BIR issued for Bidding Purposes** valid as of the date of Opening of Bids;
16. Organizational Chart;
17. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation;
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with a proof of ownership or contract of lease;
19. Omnibus Sworn Statement stating the following: *(refer to format in BDS, must be notarized)*.
 - a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
 - c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;
 - d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder during the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture;
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of R.A. 3019 *(that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree)*;
 - f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's;
 - g. That it complies with existing labor laws and standards;
 - h. That the bidder has no contract terminated by reason of default;
 - i. That it did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, or personnel or representative, of the government in relation to any procurement project or activity.
20. Other documents as stated in the BDS such as Pre-Bid Minutes and Supplemental Bid Bulletin- that may be issued prior to the Opening of Bids, if any.
 - If the Bid qualifies and submitted all documents bidders shall be marked as eligible and hence shall be eligible for the opening of its financial envelope.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. **Duly signed and notarized** bid prices in the Bill of Quantities;
 - b. **Duly signed and notarized** Proposal/Bid Form;
 - c. **Duly signed and notarized** Recurring Maintenance Costs, if applicable (signed and notarized statement if not applicable)
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. If a certified true copy of the document is submitted, all original documents should be presented during the Opening of the Bids, for verification of the same.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be **BROWN** in color and shall be labeled properly, as shown in the sample.

- First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "COMPLY" or "NOT COMPLY" against each of the individual parameters of each specification stating the corresponding performance parameter of the offer, in order to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on September 30, 2019 at 10:00 AM at the BAC Bidding Room. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- E. A photocopy of the signatory's Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.
- F. A supplemental bid bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- G. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

The following queries were asked during the Pre-Bid Conference:

1. A prospective bidder confirmed with the BAC Chairman if the amount of bid documents for the project *Supply and Delivery of Digital Multi-Function Copier with Archiving System and Consumables for Records Office and Board Secretary Office* is Php 50, 000.00. The BAC Chairman replied that it is a typographical error, hence, the BAC will issue a Supplemental Bid Bulletin to correct the said amount; and
2. A prospective bidder opined that there is a discrepancy in the technical specification of the Digital Multi-Function Copier with Archiving System and Consumables for Records Office and Board Secretary Office. According to the prospective bidder, the 2 x 550 sheets paper and multiple copy of 1-9,999 copies is not matched. The BAC Chairman replied that said concern is subject for review and if warranted, the BAC will issue a Supplemental Bid Bulletin.

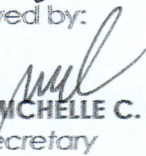
There having no other questions raised, the Pre-Bid Conference adjourned at 2:45 PM.

Prepared by:



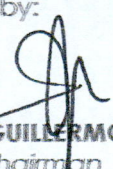
MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:



ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:



ATTY. GUILLERMO B. IROY, JR.
BAC Chairman