



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Veterans Compound
Camp General Emilio Aguinaldo
Quezon City

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

30 October 2019, Wednesday 1:30 PM
LAD Conference Room

1.0 ATTENDANCE

Bids and Awards Committee

MR. FERDINAND C. PALOR	-	Vice-Chairperson
MS. KATHERINE T. ARROJO	-	Regular Member
MS. MELINDA I. LUNA	-	Regular Member
ENGR. VALERICO C. LIM III, MNSA	-	Regular Member

BAC TWG

ATTY. BRIAN JAMES C. CUEVAS	-	Head and Legal Officer
MS. JASMIN A. BAITO	-	Technical Support Personnel
MR. JOHN PAUL Q. NESPEROS	-	Technical Support Personnel
MS. MARIGRACE G. MANAHAN	-	Administrative Aide

BAC SECRETARIAT

ENGR. DIOMEDES C. PALOR	-	Head
MR. ELMER G. BUNAG	-	Assistant Head
MS. MILAGROS P. PUNZALAN	-	Stenographer
MS. JOSEPHINE P. DELOS REYES	-	Administrative Assistant
MS. HANNAH MAE P. CAMARINES	-	Administrative Assistant

REQUESTED TO ATTEND

MR. RUPERTO BRILLANTES	-	GSSMD Representative
MS. FENINA B. LISON	-	LAD Representative

OTHER ATTENDEES

MR. RUEL ILAGAN	-	ECOPY CORP.
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2.0 CALL TO ORDER

The presiding Officer, BAC Vice-Chairperson called the meeting to order at 1:30 PM.

The Head, BAC Sec confirmed that there is a quorum.

3.0 AGENDA

Pre-Bid Conference for the Rental of Monochrome and Full Color Digital Photocopying Machines for CY 2020 with an ABC of P 2,647,680.00.

4.0 KEYPOINTS OF DISCUSSION

PRE-BID CONFERENCE FOR THE RENTAL OF MONOCHROME AND FULL COLOR DIGITAL PHOTOCOPYING MACHINES FOR CY 2020 WITH AN ABC OF P 2,647,680.00.

The presiding Officer, BAC Vice-Chairperson opened the Pre-Bid Conference for the Rental of Monochrome and Full Color Digital Photocopying Machines for CY 2020 and explained that the Pre-Bid Conference was held to clarify and explain the requirements, terms, conditions and specifications stipulated in the PBDs.

BAC Vice-Chairperson informed the prospective bidders that should there be a need to issue a supplemental/bid bulletin for any issue that would arise from the pre-bid conference; the PVAO BAC shall do so accordingly.

BAC Vice-Chairperson informed the participants that the Head, BAC Sec will be discussing the basic requirements and details of the procurement and to be followed by the BAC TWG to discuss the details of the technical specifications and schedule of requirements and advised the prospective bidders to feel free to ask questions at any point of the briefing.

Head, BAC Sec started by introducing the following prospective bidders who choose to attend the pre-bid conference, namely:

COMPANY	REPRESENTATIVE
1. ECOPY CORP.	Mr. Ruel Ilagan

Likewise, the members of the PVAO Bids and Awards Committee, BAC TWG and BAC Secretariat.

Head, BAC Sec informed the Committee that the invited representative from Commission on Audit (COA) and observers from Volunteer Against Crime and Corruption (VACC) and Philippine Chamber of Commerce and Industry (PCCI) were invited but were not able to attend and participate in the proceedings.

Head, BAC Sec started the discussion on the basic requirements with the presentation of the project
a) Identification, b) Initial Steps conducted in the bidding process and 3) Details on the submission and opening of bids.

Project Identification

Purchaser (or Employer) Name Address	Philippine Veterans Affairs Office Camp Gen. Emilio Aguinaldo, Quezon City
1.2 Name of the Project	Rental of Monochrome and Full Color Digital Photocopying Machines for CY 2020
1.3 Location of the Project	PVAO Compound, Camp Gen. Emilio Aguinaldo, QCity
1.4 ABC	Two Million Six Hundred Forty Seven Thousand Six Hundred Eighty Pesos (P 2,647,680.00)
1.5 Method of Procurement	Public Bidding

Initial steps conducted in the bidding process

2.1 Invitation to Apply for Eligibility and to Bid Date of PhilGEPS Posting Date of Website Posting Date of Posting at Conspicuous Place	18 Oct 2019 18 Oct 2019 18 Oct 2019
2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	18 Oct 2019 to 13 Nov 2019 N/A

2.3 Amendments to Bidding Docs, if any List all issue dates	None
2.4 Pre-Bid Conference, if any Date of Conference	30 Oct 2019 ; 1:30 PM
2.5 List of Observers Commission on Audit – Auditor Melinda S. Torio Volunteer Against Crime & Corruption – Mr. Dante Jimenez Philippine Chamber of Commerce and Industry – Mr. George T. Barcelon	Date Received: 10/21/2019 Sent personally Date Received: 10/21/2019 Sent thru email Date Received: 10/21/2019 Sent thru email

Details on the submission and opening of bids.

3.1 Bid Submission Deadline Original date, time Extensions, if any	13 Nov 2019 ; 10:00 AM None
3.2 Bid Opening date, time	13 Nov 2019; 10:01 AM
3.3 Number of bids submitted	
3.4 RFQ validity Period (days/weeks) Originally specified Extensions/Revisions, if any	Bids shall be valid One Hundred Twenty (120) calendar days from bid opening None

One of the member of BAC TWG followed, by discussing the eligibility requirements, technical and financial components of the contract to be bid.

Based on the clarifications and questions raised by the prospective bidders, the following are the amendments to the bidding documents and will be formalized through the issuance of a Supplemental Bid Bulletin.

SPECIAL CONDITIONS OF THE CONTRACT

REFERENCE/ISSUES	AMENDMENT/CLARIFICATION
Invitation to Bid Telephone No. 912-4649/401-2058 SCC GCC Clause 5.1 Telephone No. 912-4762	Invitation to Bid Telephone No. 8912-4649/8401-2058 SCC GCC Clause 5.1 Telephone No. 8912-4762
Bid Data Sheet ITB Clause 12.1 (a) (ii) (FORM SF-GOOD-13b) Statement of at least one (1) SINGLE LARGEST COMPLETED government and/or private contracts which is similar in nature having a value of at least twenty five percent (50%) of the ABC.	Bid Data Sheet ITB Clause 12.1 (a) (ii) (FORM SF-GOOD-13b) Statement of at least one (1) SINGLE LARGEST COMPLETED government and/or private contracts which is similar in nature having a value of at least fifty percent (50%) of the ABC.
Section VII. Technical Specifications Minimum Machine Specifications: Full Color Not older than Manufacturing year 2015	Section VII. Technical Specifications Minimum Machine Specifications: Full Color Not older than Manufacturing year 2015 Please use the attached amended forms.

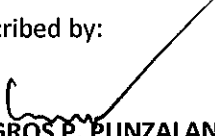
BAC Vice-Chairperson informed the prospective bidders that any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental Bid/Bulletin.

Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2nd floor of Building No. 4, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City and the opening of bids will at the PVAO LAD Conference Room and official time for the deadline of submission of bids is the Philippine Standard Time (PST).

5.0 ADJOURNMENT

There being no matter to discuss, the BAC Vice-Chairperson terminated the Pre-Bid Conference at 2:36PM.

Transcribed by:


MILAGROS P. PUNZALAN
Stenographer

Reviewed and Noted by:


ENGR. DIOMEDES C. PALOR
Head, BAC Secretariat

Approved by:


MR. FERDINAND C. PALOR
Vice-Chairperson