

**PROCUREMENT FOR THE LEASE OF PHOTOCOPYING MACHINES for CY 2019**

**Pre-bid Conference Minutes**

**Bids and Awards Committee**

October 9, 2018; 2:00pm

Attendance:

*BAC MEMBERS*

|                         |                           |
|-------------------------|---------------------------|
| IMELDA M. PANOLONG      | - Chairperson             |
| MARY LUCK S. HICARTE    | - Vice Chairperson/Member |
| CHARMAINE A. SERNA-CHUA | - Member                  |
| GRACE ANNE G. BULOS     | - Member                  |
| FIROAUSI MULSID         | - End-User Member         |
| ALLAN N. AGUILAR        | - End-User Member         |
| TEDDY PAVON             | - Secretariat Head        |

The Pre-bid conference for the Department of Foreign Affairs procurement of **PROCUREMENT FOR LEASE OF PHOTOCOPYING MACHINES FOR CY 2019** with an Approved Budget for the Contract of Twenty Three Million Eight Hundred and Twenty Three Thousand Pesos (Php 23,823,000.00) was held at the BAC Conference Room at 9 October 2018 and presided by BAC Chairperson Imelda M. Panolong. The pre-bid conference started at 2:15pm when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. UBIX
2. QUARTZ
3. ICSI
4. Otus
5. AMC
6. HP

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

The prospective bidders asked if it was necessary that the photocopiers to be used was a 2016 model, and noted that not all photocopier brands have 2016 models as their current models are still not in their end of life cycle. The committee agreed to amend the terms of reference on this matter.

On the provision on document feeders having a minimum of 100-page capacity, it was clarified that if the document feeder had a maximum of 100-page capacity, it would be deemed compliant.

Further, the Committee agreed to amend the copy and scanning speeds based on discussions raised by the prospective bidders.

It was requested by the bidders to include an estimated volume of photocopies used by the Department for the entire contract to be used by them for their bid. On the item requiring a technician for a special event, the Committee stated that this technician must be separate from the technicians already required for other provisions of the terms of reference.

The Committee agreed to amend the photocopier spoilage of 5% to 2%.

Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid. A supplemental bulletin reflecting the changes discussed during the Pre-bid.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.