



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING OF
QUARTERLY CY 2018 GENERAL OFFICE SUPPLIES REQUIREMENT FOR THE
OFFICE OF THE OMBUDSMAN (PB 2018-27)**

**APPROVED BUDGET FOR THE CONTRACT: TWO MILLION EIGHT HUNDRED
FOUR THOUSAND EIGHT HUNDRED FIVE PESOS (PHP2,804,805.00)
October 15, 2018, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:30 p.m. with a prayer led by Ms. Joan DC. Escalada, Member, BAC Secretariat, followed by the introduction of the following parties in attendance, to wit:

The Bids and Awards Committee:

AO MARIBETH T. PADIOS	- Chairperson
DIR. ADORIE T. CORNITO	- Vice-Chairperson
ATTY. JANET CABIGAS-VEJERANO	- Member

The Technical Working Group:

ATTY. SYLVIA A. SEVERO-PARAISO	-Chairperson
ATTY. ARBELLE S. DUMAYAG	- Vice-Chairperson
MR. CHRISTIAN L. NAVARRO	- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MR. ROMMEL T. NAKANOMI	- Member
MS. JOAN DC. ESCALADA	- Member
MS. KRISTINE MAE G. BUMAGAT	- Member
MS. RONALYN S. CALAYO	-Member

Witness

ATTY. EMILYN CRISTINA M. CASTILLO	-OMB-Proper
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Observer

MS. CANDY BRIGADE CRIZALDO	-COA
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Ms. Escalada announced that there are five (5) prospective bidders namely, 1) Integrated Computer Systems Inc., represented by Ms. Camille Ann Criado; 2) Doña Alejandra represented by Mr. Patrick Ramos; 3) Stanley Bradley Trading Inc., represented by Ms. Ma. Lita Manalo; 4) PBT Technology Solutions Inc., represented by Ms. Jean Nagaño; and 5) BOC'S Trading Co. Inc., represented by Ms. Aileen S. Liwag.

In compliance with R.A. No. 9184, the following activities were reported by Ms. Josephine S. Vargas, Head of the BAC Secretariat:

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on October 08, 2018;
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO);

- b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper);
- c. Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry);
- d. Ms. Zenaida P. Alcantara (President, Philippine Institute of CPAs);
- e. Ms. Marilyn R. Laurente (State Auditor IV, Audit Team Leader, COA); and
- f. Mr. Gerhard G. Basco (President, OMBEA)

With the presence of the Chairperson and two (2) Members of the Bids and Awards Committee and the three (3) Members of the Technical Working Group (TWG) with the Chairperson in attendance, a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the floor to the Technical Working Group for the discussion of the eligibility, technical component and financial component and post-qualification documents.

The TWG Chairperson, Atty. Sylvia A. Severo-Paraiso, discussed the invitation to bid, the eligibility requirements and technical specifications for the project as well as the bid security. She also discussed the requirements for post-qualification to be submitted by the bidder having the Lowest Calculated Bid.

Afterwards, the BAC Chairperson opened the floor to answer the following queries of the participants.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
Eligibility Requirements (Envelope no. 1)	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): <i>on the eligibility requirements particularly on the Statement of all on-going government/private contracts: Can they just submit a purchase order or contract, because their private client does not issue an NTP.</i>	Answer: they can submit a contract or purchase order to support their statement of on-going government/private contract.
Ombudsman Technical Specifications under Section VII	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): <i>on the technical specifications for Lot 2 – Toners/Ink Cartridge: What do you mean by compatible for existing computer printers? Because there is a big difference between brand new and compatible, when you say genuine/original the item will be manufactured by either BROTHER, HP, Kyocera and Samsung company, and when you say compatible the manufacturer of the item is a third party only. She requested if they can change the word “compatible” to genuine/original.</i> <i>Other prospective bidders have the</i>	The BAC and TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.

	<i>same opinion/suggestion with ICS.</i>	
Ombudsman Technical Specifications under Section VII	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): <i>on the technical specification for Lot 2 – Toners/Ink Cartridge: Requested to split the Lot 2 per brand, because they cannot provide the Kyocera. She also requested to add the Manufacturer's Certificate/ Reseller's Certificate from the distributor itself, to make sure that the item to be delivered is original.</i>	The BAC and TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.
Ombudsman Technical Specifications under Section VII	PBT TECHNOLOGY SOLUTIONS INC. (Ms. Jean Nagano): <i>said that on their previous delivered item to the Ombudsman they were submitting a notarized warranty certificate <u>only</u> to make sure that the items delivered were all original, PBT is asking if they can still submit a notarized warranty certificate.</i>	The BAC and TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.
Ombudsman Technical Specifications under Section VII	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): <i>particularly on the delivery period for Lot 2 – Toners/Ink Cartridge: ICS requested an extension of the delivery period from 30 calendar days to 60 calendar days.</i>	The BAC and TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.
Ombudsman Technical Specifications under Section VII	BOC'S TRADING CO. INC. (Ms. Aileen S. Liwag): <i>on the technical specification for Lot 1 – General Office Supplies: particularly on item no. 24) Fax film, brother pc-402rf <u>compatible</u> with existing fax machine-brother fax-817, by the word "compatible", can they offer only a compatible brand?</i>	The TWG replied that as long as the item offered is compatible with the existing brand it is acceptable.
Ombudsman Technical Specifications under Section VII	INTEGRATED COMPUTER SYSTEMS INC. (Ms. Camille Ann Criado): <i>particularly on the delivery for Lot 2 – Toners/Ink Cartridge: on item no. 6) 12 pcs. Toner cartridge, HP CC530A, black; and item no. 7) 6 pcs. Toner cartridge, HP CC531A, cyan, on the inclusion of an option to deliver "HP CC530A /AC" and HP CC531A/AC, because HP has two (2) different type of packaging: <u>A</u> – is a dark blue packaging and <u>AC</u> – is the</i>	The BAC and TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.

	<i>white box, but they are of the same item, the only difference is the packaging/box.</i>	
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There being no other queries, the BAC Chairperson reminded the bidders to use the sample forms attached to the Bidding Documents, to put tabs on the documents to be submitted and to have them certified by the company's authorized representative. The bid must be submitted on time to avoid disqualification. Should there be any clarification, the bidders should not contact any of the BAC and TWG Members after the Pre-Bid Conference. Any communication should be coursed through the BAC Secretariat and request for clarification should be in writing.

The Pre-Bid Conference for the Public Bidding for Quarterly CY 2018 General Office Supplies Requirement of the Office of the Ombudsman (PB 2018-27) was adjourned at 2:37 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
 Head, BAC Secretariat


BIDS AND AWARDS COMMITTEE


JANET CABIGAS-VEJERANO
 Member

LORENZO G. VERGARA
 Member

MARY RAWNSLE V. LOPEZ
 Member


ADORIE T. CORNITO
 Vice-Chairperson


MARIBETH T. PADIOS
 Chairperson