PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

Procurement of Centralized Print, Copy, and Scan Services Solution for the Philippine Competition Commission for C.Y. 2025
Invitation to Bid No. 2025-EPA-0002

Date: 06 November 2024; 1:30 PM
PBAC Room, 9/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1. Chairperson	Dir. Jeson Q. de la Torre
2. Vice Chairperson	Atty. Joseph Melvin B. Basas
3. Regular Member	Atty. Christian Loren B. De Los Santos
4. Regular Member	Atty. Katrina Margarita D. Lopez
5. Regular Member	Acting Dir. Kirsten J. Dela Cruz
6. Provisional Member	Rommel R. Oira

PBAC Secretariat

1. Member	Isabelo Miguel V. Abano
2. Member	Jonalyn F. Funa
3. Member	Ralph Riel N. Garica
4. Member	Diana Lee B. Gavino
5. Member	Meonel B. Nunez
6. Member	Marlon H. Javier
7. Member	Alleah Jeane R. Rebanal
8. Member	Hanna Grace S. Verches

End-user

1. End-user Representatives (GSD)	Bill A. Geslani John Leonard J. Mercado

Bidders

1. Copier Online Philippines, Inc.	Reden M. Legaspi Aries A. Matias
2. Otus Copy Systems, Inc.	Rovelyn Natividad Claire B. Joseph

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM for the **Procurement of Centralized Print, Copy, and Scan Services Solution for the Philippine Competition Commission for C.Y. 2025**

II. Agenda

Discussion	Recommendation/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC through its Secretariat presented Part I of the Pre-Bidding conference, as follows: ➢ Technical Components ➢ Financial Components ➢ Sealing and Marking of Bidding Documents ➢ Important Schedules ➢ General Rules • Part II of the Pre-Bidding conference – Detailed Technical Specifications for the procurement was presented by the end-user. **B. Project Description and Technical Requirements** • Provision of 10 photocopy machine units with centralized print, copy, and scan solution through rental services. **C. Approved Budget for the Contract (ABC)** • The Approved budget for the Contract (ABC) is Eight Hundred Forty Thousand Pesos (PhP840,000.00), inclusive of all applicable taxes and service charges subject to the usual budgeting, accounting, and auditing rules and regulations. **D. Date/ Time of Submission and Opening of Bids** • Submission of Bids: 18 November 2024, 12:00NN • Opening of Bids: 18 November 2024, 01:30PM **E. Question and Answer** ➢ The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: Mr. Matias of Copier Online Systems queried the following:	A Supplemental Bid Bulletin will be issued to clarify the concerns raised during the pre-bidding conference.

1. Whether the statement of account will be based on the actual consumption per machine, or it will be consolidated into one (1) statement of account. ➢ The PBAC Chairperson and End-user responded that the statement of account (SOA) can be consolidated. Said consolidated SOA shall be supported by the summary of meter reading with corresponding amount per machine based on the actual consumption. 2. If separate signatory is required for different offices or department for the meter reading. ➢ Mr. Oira responded that only the Supply Officers will be the signatory to the report on the meter reading of all machines deployed in different offices. 3. If PCC have multiple users for the same machine and requires reflecting the number of copies per user in the meter reading? ➢ Mr. Oira responded that there were no multiple users for the machines deployed since users were based on the assigned offices with corresponding passwords. 4. If the requirement on the submission of certificate of manufacturing date can be laxed to allow the submission of certificate of remanufacturing date for bidders/suppliers who are secondary distributors of the offered photocopy machine brand. ➢ The End-user representative responded that it will be discussed further if it needs to be clarified thru a supplemental bid bulletin. 5. If the requirement on genuine toner and parts can be laxed to allow the refilled or compatible toners and parts? ➢ Mr. Geslani responded that the requirement of refilled or compatible toners and parts can be allowed as long as it does not compromise the quality of the prints. This will be indicated in a supplemental bid bulletin. 6. If the deployment of spare unit can be an option to address the requirement of replacement of defective units within 24 hours, in case any unit becomes unserviceable? ➢ Mr. Oira responded that the bidder has the option to do so provided that it does not entail additional cost to the PCC. Ms. Joseph of Otus Copy Systems queried the following:	

1. If the project to be indicated in the Single Largest Completed Contract (SLCC) can be rental services of photocopy machine? ➢ The PBAC Chairperson responded that rental service of photocopy machine is allowed to be indicated in the SLCC since it is the nature of the project. A supplemental bid bulletin will be issued to clarify the requirement of rental services on the detailed technical specifications. 2. If the requirement on Microsoft Active Directory Services (MADS) includes accounting management or billing services? ➢ The End-user representative responded that the requirement of MADS does not include accounting management or billing services. The MADS is intended to integrate all the users to the machine for the printing and scanning requirements wirelessly.	

III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:00 PM.

Prepared by:

MARK JAYSON R. FAJUTNAO
PBAC Secretariat Member

Approved by:

DIR. JESON Q. DE LA TORRE
PBAC Chairperson

Signature:

Email: rroira@phcc.gov.ph

Pre-Bidding Minutes - IB2025-EPA-0002 - Photocopy Services

Final Audit Report 2024-11-15

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