

**PCC BIDS AND AWARDS COMMITTEE (PBAC)
Minutes of Pre-Bid Conference**

Date: 05 November 2018
25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

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|-----------------------|---|------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Regular Member | : | Allan Roy D. Mordeno |
| 3. Provisional Member | : | Jeson Q. de la Torre |

BAC Secretariat

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| 1. Vice-Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | Melody O. Dizon |
| 3. Member | : | July R. Suing |
| 4. Member | : | Engr. Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Merry Lyn V. Bambao |
| 6. Member | : | Mark Jayson R. Fajutnao |

Bidders

- U-Bix Corporation – Mr. Fortuna

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:35 PM for the **Pre-bid Conference of Procurement of One (1) Lot Centralized Print/ Copy/ Scan Services Solution for the Philippine Competition Commission for CY 2019** under **Invitation to Bid No. 201810-0207**, at Meeting Room 3 of the above address.

II. Agenda

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> Prospective bidder affirmed that they are familiar with the public bidding procedures and requirements and proceeded with the clarification/ questions on the Terms of Reference. 	

Discussion	Recommendation/ Agreements
<p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> In order to meet the day-to-day administrative and operational requirements of the PCC, particularly records management, reproduction of salient documents, and submission of various reports and outputs. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> PhP1,100,000.00 <p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> Posting: 29 October 2018 Submission: 19 November 2018, 12:00 NN Opening: 19 November 2018, 1:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> One (1) potential bidder was present during the pre-bid conference, U-Bix Corporation. The following questions/ concerns were raised during the meeting: <ol style="list-style-type: none"> Mr. Fortuna, representative of Ubix Corporation clarified if the computation of the number of estimated copies per month per photocopying machines be the basis for the proposal. He also suggested to have a fixed number of copies to have a consistent basis for the amount to be bid. Atty. Basas, PBAC Chairperson, responded that there is no guaranteed copies per month. Evaluation shall be based on a per copy cost. He added that the 10,000 to 11,000 copies estimate is based on the historical range being consumed by the PCC. 	<p>No changes in the TOR.</p>
<ol style="list-style-type: none"> In Section IV (A) of the Terms of Reference (TOR), Mr. Fortuna clarified if the bidder needs to submit a manufacturing certificate. He added that the machine to be supplied may be manufactured in year 2012 but was remanufactured in 2017, and with the performance same as new unit. According to Mr. Fajutnao, Head of TWG, supporting documents should be required prior to implementation to evaluate if the unit to be supplied by the bidder is compliant with the requirement. Atty. Basas also added that the requirement forms part of the specifications and the bids will be evaluated based on the minimum specs set and should be checked. In Section IV (F) of the TOR, Mr. Fortuna suggested to require bidders to submit Certificate of Distributor to guarantee to meet SLA and guarantee that technical service requirement will be complied. Atty. Basas clarified that requiring Certificate of Distributor 	<p>BAC will issue a bid bulletin requiring Certificate of Manufacturing Date of Unit as part of the requirements.</p> <p>No changes in the TOR.</p>

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Discussion	Recommendation/ Agreements
from bidders may restrict competition. He added that what PCC requires from the contractor is to comply with the required technical service support.	

III. Adjournment:

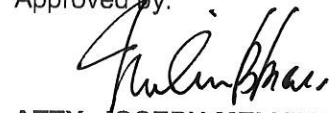
There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:05PM.

Prepared by the PBAC Secretariat:



JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson