



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF THE PRE-BIDDING CONFERENCE

**RENTAL OF PHOTOCOPIER MACHINES FOR DEPARTMENT OF HEALTH
CENTRAL OFFICE-REBID
IB NO. 2020-115-A
MARCH 11, 2020, 10:00 AM**

I. ATTENDEES/PRESENT

A. CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)-B

- | | | |
|----------------------------|---|------------------|
| 1. Dir. Angelina Del Mundo | - | Vice-Chairperson |
| 2. Dr. Lester Tan | - | Regular Member |
| 3. Engr. David Masiado | - | Alternate Member |

ABSENT

- | | | |
|---------------------------------|---|----------------|
| 1. Asec. Maria Rosario Vergeire | - | Chairperson |
| 2. Dir. Maylene Beltran | - | Regular Member |
| 3. Ms. Charity Tan | - | Regular Member |

B. SECRETARIAT

1. Ms. Dawnavi Lacsado
2. Ms. Riza Bautista
3. Ms. Celine Velasco
4. Ms. Debbie Rabi
5. Ms. Alicia Escamilla
6. Ms. Claire Luna
7. Mr. Ray John Habig
8. Ms. Iana May Millares

C. OBSERVER

No observer

D. PROSPECTIVE BIDDER:

1. Optimal Systems Distribution, Inc. (OSDI);
2. Gakken Phil., Inc. (GPI)
3. UBIX Corporation (UC);
4. Otus Copy Systems, Inc. (OCSI); and
5. E-Copy Corporation (ECC);

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Dir. Del Mundo COBAC-B Vice-Chairperson with one (1) regular and one (1) alternate members present.

III. MINUTES

The Pre-Bidding Conference for the Rental of Photocopier Machines for Department of Health Central Office-Rebid under IB No. 2020-115-A with an Approved Budget for the Contract of Twelve Million Philippine Pesos (PhP12,000,000.00) was held on **March 11, 2020**, 10:00 AM at the COBAC Conference Rm., Ground Floor, Bldg. No. 6, DOH, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidders. However, due to the volume of bid proposals opened, the Pre-Bidding Conference was moved to 1:00 PM.

1. The opening remark was led by Dir. Del Mundo, COBAC-B Vice-Chairperson, where she introduced the COBAC-B Members and the presence of the bidders.
2. The COBAC-B asked the prospective bidder's representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. Prospective bidder's representative responded that this is not their first time to join the government and stated that they are already familiar with the documentary requirements. Hence, the COBAC-B emphasized that they are all responsible for the content and the provisions stated in the eligibility requirements of the bidding documents.
3. The COBAC-B read the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited PBD:
 - a. Section I: Invitation to Bid
 - b. Section III: Bid Data Sheet including:
 - i. Technical Documents
 - ii. Financial Requirements
 - iii. Similar Contract to the Project completed within **two (2) years** from the date of submission and receipt of bids, equivalent to at least **fifty percent (50%)** of the Approved Budget for the Contract (ABC). Check if in accordance with the BDS
 - iv. Post-Qualification Requirements
 - c. Section V: Special Conditions of the Contract
 - i. Section VI: Schedule of Requirements
 - ii. Section VII: Technical Specifications

4. The COBAC-B reiterated the Class "A" Documents, to wit:

- (a) Eligibility Documents –

Class "A" Documents:

- 1) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- 2) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, *or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA9184) **together with corresponding copy of receipt of payments of the said permit;***

Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB as a condition to the award of contract (GPPB Circular 01-2015, dated 30 January 2015).

- 3) *Tax clearance per Executive Order No. 398, Series of 2005 issued by BIR main office Accounts Receivable Monitoring Division (ARMD), as finally reviewed and approved by the BIR pursuant to RR 01-2016 of BIR;*

NOTE: In case of a foreign JV Partner either Delinquency Verification Certification to Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB), the Tax Clearance form required under BIR RR 3-2005, the CED of the BIR issues NRFC / NRANETB attesting to the fact that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account or may be substituted by the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned.

- 4) Audited financial statements, **showing among others, the Total and Current Assets and Liabilities**, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should *not be earlier than two (2) years from the date of bid submission;*

NOTE:

- a) Bidders may still submit the Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR; or
- b) If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of Class “A” Eligibility Documents; or
- c) A combination thereof in case any of the earlier uploaded Class “A” Eligibility Documents has been expired.

In the event the bidder opted to submit only the Class “A” Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 DATED 31 July 2017)

5. The COBAC-B instructed the prospective bidders that they must ensure that all the submitted documents are valid and updated or submit the documents in lieu of the required documents. It is the bidder’s responsibility to ensure that all the documents submitted are valid and updated.
6. The COBAC-B emphasized the instructions on how to fill out Technical Specification which can be found on the page before Technical Specification of each Philippine Bidding Documents, to wit:

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

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The COBAC-B informed the bidders that this is the common cause of “INELIGIBILITY” of most of the bidders. Hence, reiterated the cited instruction.

7. The following issues and concerns are the salient points of discussion:

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION						
1. ITB Clause No. 5.4. ITB Clause 5.4: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.	<p>The prospective bidders requested to change the following:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>Supply or rental/leasing of photocopiers, printers, scanners and other office machines</td><td>Service rental/leasing of photocopier machines, printers, scanners</td></tr></table> <p>The prospective bidders clarified the word “supply”. They explained that when they used the word supply it would also mean selling of toner.</p> <p>For further review by the End-User.</p>	FROM	TO	Supply or rental/leasing of photocopiers, printers, scanners and other office machines	Service rental/leasing of photocopier machines, printers, scanners	To issue a bid bulletin.		
FROM	TO							
Supply or rental/leasing of photocopiers, printers, scanners and other office machines	Service rental/leasing of photocopier machines, printers, scanners							
2. Schedule of Requirements	<p>Requested to change the following:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP).</td><td>The delivery shall be within ninety (90) calendar days from the receipt of approved Notice to Proceed (NTP).</td></tr><tr><td>The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP)</td><td>The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP) but not later than December 31, 2020 or until the contract amount is depleted whichever comes first.</td></tr></table>	FROM	TO	The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP).	The delivery shall be within ninety (90) calendar days from the receipt of approved Notice to Proceed (NTP).	The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP)	The delivery shall be within forty-five (45) calendar days from the receipt of approved Notice to Proceed (NTP) but not later than December 31, 2020 or until the contract amount is depleted whichever comes first.	<p>The End-User representative explained that request for extension of delivery if justifiable can be discussed during the contract implementation.</p> <p>The COBAC-B also emphasized the submission of the duly signed Terms of Reference.</p> <p>To issue a bid bulletin.</p>
FROM	TO							
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3. Technical Specifications IV. Deliverables/Outputs a. No. 4. Replacement of defective units within 48 hours in case any unit becomes unserviceable	<p>The prospective bidders requested to change the following:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>Replacement of defective units within 24 hours in case any unit becomes unserviceable</td><td>Replacement of defective units within 48 hours in case any unit becomes unserviceable</td></tr></table>	FROM	TO	Replacement of defective units within 24 hours in case any unit becomes unserviceable	Replacement of defective units within 48 hours in case any unit becomes unserviceable	To issue a bid bulletin.		
FROM	TO							
Replacement of defective units within 24 hours in case any unit becomes unserviceable	Replacement of defective units within 48 hours in case any unit becomes unserviceable							

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION				
4. Type of Photocopier	<p>The prospective bidders asked does the photocopier need to be brand new.</p> <p>The End-user representative responded that it should be in a working condition.</p> <p>The prospective bidders requested to change the following:</p>	To issue a bid bulletin.				
5. Service Standard Requirement No. 2. Performance Criteria and weight	<table><tr><th>FROM</th><th>TO</th></tr><tr><td>Letter c. Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a brand new unit.</td><td>Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit.</td></tr></table>	FROM	TO	Letter c. Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a brand new unit.	Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit.	
FROM	TO					
Letter c. Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a brand new unit.	Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit.					
6. Estimated Volume of copy per month	Estimated Volume of Copy per month: Black and White-700,000 Colored-50,000	To issue a bid bulletin.				
7. Project Duration	The COBAC-B instructed the End-user to review further the project duration taking into consideration the Cash Based Budgeting Program.	To issue a bid bulletin.				
8. Additional Documentary Requirements	<p>The prospective bidders requested to delete the following due to data privacy and that their customers are unwilling to provide any information:</p> <p>1. Printed publication of client for the last two (2) years with contract details.</p> <p>2. List of retained clients for the past two (2) years.</p>	To be deleted. To issue a bid bulletin.				
9. Price Schedule	The COBAC-B instructed the End-user representative to for further review the Price Schedule taking into consideration the comments and suggestion of the prospective bidders.	To issue a bid bulletin.				

4. The COBAC-B instructed the Secretariat to conduct another Pre-Bidding Conference to be scheduled on March 19, 2020, 10:00 AM upon receipt of the End-User's response to the request for clarification by the prospective bidders.
5. The COBAC-B informed the prospective bidders that request for clarification in any part of the Bidding Documents must be in writing and submitted to the COBAC-B within three (3) calendar days after the conduct of the Pre-Bidding Conference.
6. The COBAC-B informed the prospective bidder that all the inquiries and clarifications that would change the terms and conditions of the bidding will be included in the bid bulletin that will be issued.

7. The COBAC B reminded the bidders that anything that has been discussed will not change the terms and conditions of the bidding document unless it is stated in a bid bulletin that will be issued.

Adjournment: Having no other remaining issues and concerns, the COBAC-B adjourned the Pre-Bidding Conference at 3:35 PM.

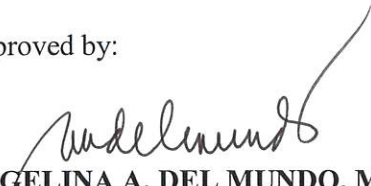
Prepared by:



DEBBIE A. RABI
COBAC-B Secretariat

9/13/2020

Approved by:



ANGELINA A. DEL MUNDO, MA, CESO III
Vice-Chairperson *dm*