

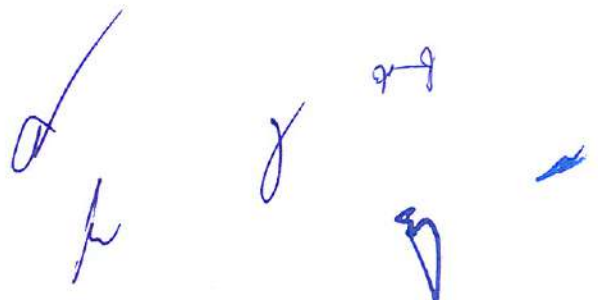
BIDS AND AWARDS COMMITTEE

PRE-PROCUREMENT CONFERENCE

PROCUREMENT OF SERVICE PROVIDER: LEASE OF PHOTOCOPYING MACHINES FOR CHED CENTRAL OFFICE FOR TWELVE (12) MONTHS

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
May 21, 2018; 2:00 P.M.

PRESENT	ATTENDANCE	DESIGNATION/OFFICE
BAC		
DIR. LUISA S. VALENCIA		- Vice-Chair/ Presiding Officer
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Member
ATTY. JOSELITO C. ALISUAG		- Member
ATTY. SEPTON A. DE LA CRUZ		- Member
ENGR. JUAN F. PURIRAN, JR.		- Provisional Member/End-user
TWG-OGS		
MS. APOLONIA R. VIVO		- Head
MS. EVA M. PASIGPASIGAN		- Member
MS. DIANA C. AGUILAR		- Member
MS. SHIELA F. JALBUENA		- Member
SECRETARIAT		
MR. NELSON E. ESPINA		- Head
MR. ARTEMIO S. CAPELLAN, JR.		-Member
MS. BEATRIZ D. PASCUAL		-Member
MS. YVET R. MADLANGSAKAY		-Member
MS. DINA L. ABRENICA		-Member
CONSULTANT		
MS. EVELYN V. MOJICA		
NOT PRESENT		
DEP. EXEC. DIR. NAPOLEON B. IMPERIAL		- Member, BAC (on official travel)
MR. GREGORIO ATIENZA		- Member, TWG-OGS (on official travel)
MS. DESIREE P. VERDEFLORES		- Member, Secretariat (on leave)



I. CALL TO ORDER

There being a quorum, the opening of eligibility documents was called to order at 2:00 PM with Dir. Luisa S. Valencia, BAC Vice- Chair, presiding.

II. INTRODUCTION

Mr. Nelson E. Espina, Head, BAC Secretariat introduced the BAC members, TWG-OGS members, BAC Secretariat, and Consultant who were present during the meeting.

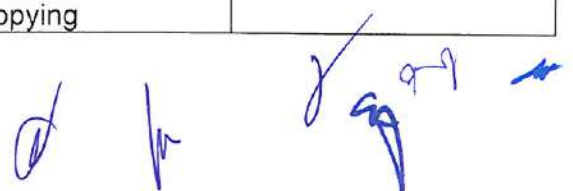
III. QUESTIONS AND ANSWERS:

Engr. Juan F. Puriran, Jr., end-user per instruction of Dir. Valencia, Presiding Officer, explained the timelines and technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and TWG-OGS.

Particulars	Amendments/Clarification	Agreement/Action
Timelines	<ul style="list-style-type: none"> ➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place (May 24-31, 2018) ➤ Preparation of Bidding Documents Bid (May 24 - June 18, 2018) ➤ Pre-bid Conference (June 6, 2018; 10:00 AM) ➤ Submission of Bids (June 18, 2018; 9:00 AM) ➤ Opening of Bids Abstract of Bids (June 18, 2018; 10:00 AM) ➤ Bid Evaluation (June 18, 2018) ➤ Post Qualification Evaluation (June 19, 2018) ➤ BAC approves Lowest Calculated and Responsive Bid (June 20, 2018) ➤ CEB approves the BAC recommendation of LCRB (June 26, 2018) ➤ Issuance of Notice of Award (June 27, 2018) ➤ Submission of Performance Bond (July 2, 2018) ➤ Contract Preparation and Signing Contract (July 4, 2018) ➤ Issuance of the Notice to Proceed (NTP) (July 6, 2018) 	The BAC approved the timelines and the scheduled posting of said invitation to bid in the PhilGEPS website.
Technical specifications	B/W Photocopying Machines (20 units)	Upon recommendation of the TWG-OGS, the BAC

	<p>Colored with B/W Photocopying Machines (1 unit)</p> <p>Technical Specifications</p> <ul style="list-style-type: none"> ➤ Black and White ➤ Heavy duty multi-function machines; ➤ A high-speed B/W output at least up to 30-40 ppm; ➤ Capable of network Printing and Scanning; ➤ Digital Type, Automatic Electronic Sorter and Feeder with Back to Back Feature; ➤ Energy Efficient /Energy Saving Features; ➤ Locking Mechanism, Manual Key Lock, Coding Pin Lock/Password; ➤ Multi-copy: 1- 999 sheets; ➤ With Automatic Back to Back Copying; ➤ With Reduction /Enlargement; ➤ Accepted (feed) originals: A5 to A3; ➤ Type: Console ➤ Full Color Display Panel; ➤ Units should be in good working condition; ➤ Scan Speed: Up to 40 opm (original per minute). ➤ Colored with B/W ➤ Heavy duty multi-function machines; ➤ A high-speed output at least up to 30-45 ppm ➤ Copy/Print Output: Full Color and B/W ➤ Capable of network Printing and Scanning; ➤ Digital Type, Automatic Electronic Sorter and Feeder with Back to Back Feature; ➤ Energy Efficient /Energy Saving Features ➤ Locking Mechanism, Manual Key Lock, Coding Pin Lock/Password; ➤ Multi-copy: 1- 999 sheets; ➤ With Automatic Back to Back Copying 	<p>approved the technical specifications stated in the Bidding documents.</p>
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	<ul style="list-style-type: none"> ➤ With Reduction /Enlargement ➤ Accepted (feed) originals: A5 to A3; ➤ Type: Console ➤ Full Color Display Panel ➤ Units should be in good working condition ➤ Scan Speed: Up to 40 opm (original per minute) for B/W. ➤ Scan: Full Color and B/W ➤ Others Features: ➤ The copying machines shall be maintained in satisfactory conditioned by the service provider without cost to the Commission ➤ VAT inclusive ➤ Regular maintenance check-up shall be conducted by the service provider on all machines twice a month to ensure continuous uninterrupted utilization/operation. Servicing shall be done during regular working hours only. ➤ Automatic deduction of two percent (2%) spoilage from the monthly billing of copies reproduced ➤ Cost of repair and maintenance of the machines shall be for the provider's account ➤ Consumables and spare parts for the repair and maintenance of units shall be for the provider's account ➤ Should have one (1) toner reserved for each unit ➤ Orientation for all end-users upon delivery, for actual demonstration and familiarization on the features and operation of the machines shall be done by the service provider free of charge ➤ The provider shall waive installation cost, security charges and other additional charges imposed on rental of copying 	
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	<p>machines</p> <ul style="list-style-type: none"> ➤ One (1) on-call technician to repair defective machines. Response time shall be repaired within four (4) hours from verbal and written notification. Machines cannot be repaired within twenty (24) hours shall be replaced with a new unit ➤ Additional Requirements: Certificate of Satisfactory Services rendered from at least three (3) previous clients from previous clients from government or private agencies 	
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IV. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 3:30 PM.

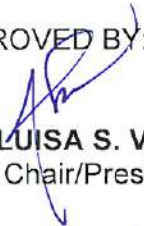
PREPARED BY:


ARTEMIO S. CAPELLAN, JR.
 Member, BAC Secretariat

REVIEWED BY:


NELSON E. ESPINA
 Head, BAC Secretariat

APPROVED BY:


DIR. LUISA S. VALENCIA
 Vice- Chair/Presiding Officer


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