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BIDS AND AWARDS COMMITTEE
Pre-Bid Conference Minutes of Meeting

Project : Lease Contract Agreement for 31 Units of Digital Copier Machines for Head Office and All Extension Offices for a period of one (1) year

Date : June 3, 2019

Time : 3:00 p.m.

I. Attendees:

BAC Members : General Accountant Emmanuel Y. Artiza, Chairman
Com. Secretary Armando A. Pan Jr., Vice Chairman
Assistant Director Daisy B. Pabuaya, Member
Assistant Director Isma Gonzales, Alternate Member

Technical Working Group : Engr. Marcelo Q. Rabara
Mr. Herbert E. Mendoza
Atty. Fermo Avila
Mr. Rodel Presco

Prospective Bidders:

PROSPECTIVE BIDDERS	AUTHORIZED REPRESENTATIVES
1. Otus Copy Sytems, Inc.	Ms. Jennifer Calayag
2. I- Cloud International Ent.	Ms. Grace Salmingo

II. Call to Order

Time: 3:00 p.m.

Quorum: _____ Yes _____ No

44 III. Preliminaries: In compliance with the requirements of the 2016 Revised IRR, the
 45 following were presented:
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DOCUMENT	POSTING	DATE
Invitation to Bid	PhilGEPS	May 25, 2019
	SEC Website	May 25, 2019
Letter to Observer	COA	May 29, 2019
	PISM	May 29, 2019
	PCCI	May 29, 2019

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 52 **VI. Discussion/Open Forum**

The Secretariat discussed the Checklist of Requirements (Annex A) and the common reasons resulting to disqualification of the bidders in its submission and opening of its bids.

Mr. Rodel Presco, the End-User Representative discussed the Technical Specifications of the project.

The following clarifications were raised during the open-forum:

SEC REQUIREMENT	CLARIFICATION	SEC RESPONSE
Schedule of Delivery	Can the delivery schedule of units in all the extension offices be relaxed from five (5) calendar days into fifth teen (15) calendar days?	Yes. The BAC members approved the recommended schedule of delivery for all extension offices.
In case of unit/s breakdown/ Replacement Unit	Can the delivery of the unit replacement be relaxed to five (5) days upon the receipt of the notice in all the extension offices?	Yes. The BAC members approved the recommended schedule of delivery of replacement for all extension offices.

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 64 **V. Adjournment:**

The meeting was adjourned at 3:40 p.m.

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 69 Prepared by :  **Marilyn B. Bredes**

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
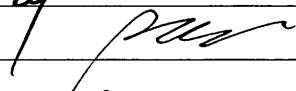
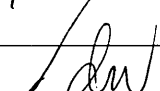
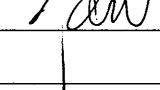
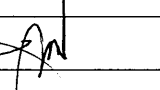
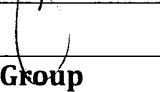
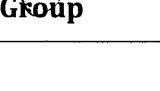
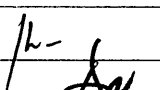
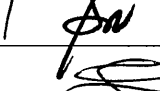
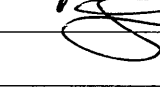
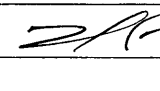
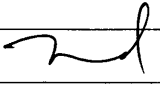

Noted by : *Roseller N. Capila*
Roseller N. Capila
Officer - in - Charge, BAC Secretariat

Approved by: **General Accountant Emmanuel Y. Artiza, Chairman** *EA*
Com. Secretary Armando A. Pan, Jr., Vice Chairman *AA Pan, Jr.*
Assistant Director Daisy B. Pabuaya, Member *DB Pabuaya*
Assistant Director Isma C. Gonzales, Alternate Member *ICG*

**ATTENDANCE
PRE-BID CONFERENCE**

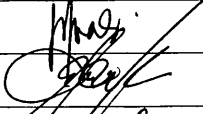
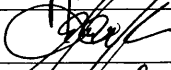
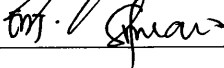
June 3, 2019

E-Mail Service for a period of one (1) year | 1:30 PM
Lease Contract Agreement for 31 units of Digital Copier Machine for SEC Head Office and
all Extension Offices for a period of one (1) year | 3:00 PM

BAC Members	Signature
Dir. Emmanuel Y. Artiza	
Asst. Dir. Armando A. Pan Jr.	
Asst. Dir. Kenneth Joy A. Quimio	
Asst. Dir. Daisy B. Pabuaya	
Asst. Dir. Oliver Leonardo	
Asst. Dir. Isma C. Gonzales	
Ms. Pilar E. Lantin (Financial Adviser)	
Technical Working Group	
Atty. Marlon G. Facun	
Engr. Jose Carlo P. Ambat	
Engr. Marlon Lester Cantor	
Ms. Joanna Corazon Fonte	
Engr. Marcelo Q. Rabara	
Mr. Herbert E. Mendoza	
Atty. Fermo B. Avila	
Ms. Melita D. Pasagui	
Ms. Jean Pauline V. Capiral	
Mr. Rodel Presco	
Secretariat	
Roseller N. Capila	
Mr. Norlan M. De las Alas	
Mr. Christian Noel B. Castillo	
Ms. Femmy Jane P. Baluyot	
Ms. Marilyn B. Bredes	

**Lease Contract Agreement for 31 units of Digital Copier Machine for
SEC Head Office and all Extension Offices for a period of one (1) year**

Bidders

JENNIFER CALAYAG OTUS COPY SYSTEMS, INC.	
ERWIN C. MANARPIIS OTUS COPY SYSTEMS, INC.	
IRENE GRACE CRIMINGO I-CLOUD INTERNATIONAL INC.	

Observers
