



Office of the President

**Philippine Information Agency**

*Ahensiyang Pang-impormasyon ng Pilipinas*



## Minutes of the Meeting – Pre-Bid Conference for the Supply and Delivery of Cutting Machine and Highspeed Colored Inkjet Printer

Date : October 26, 2022  
 Time : 1:30 PM  
 Venue : Zoom Videoconference

### I. Attendance

NAME	SECTION/DIVISION	POSITION/DESIGNATION
Rosa B. Zabala	FAD	BAC Member
Romeo B. Acupan Jr.	PD	BAC Member
Nancy P. Covacha	PD	BAC Member
Arlene A. Barrientos	SPD	BAC Member
Lowesito Joaquin	FAD	BAC Secretariat
Krizzel Ann M. Pacheco	FAD	Accountant II
Mylene T. Ranosa	FAD	OIC- Budget/TWG
John S. Salvadora	OD	Executive Assistant II
Carolina S. Tongko	SPD	End-User
Ann Perez	SONKKENS OFFICE EQUIPMENT TRADING	Prospective Bidder
Mischelle Sicat	COPYLANDIA OFFICE SYSTEMS CORPORATION	Prospective Bidder

### II. Call to Order

The Pre-Bid Conference was confirmed by the Secretariat; thus, the meeting was called to order at 1:30 A.M. and acknowledging the presence of all participants.



**III. Matters Discussed**

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
<p><b>Bidding Documents</b></p>	<p><b>Discussion.</b></p> <p>The BAC Secretariat discussed some of the important parts of the Bidding Documents started reading the following sections stated below:</p> <p>Section I - Invitation to Bid,</p> <p>Section III – Bid Data Sheets</p> <p>Section VI – Schedule of Requirements</p> <p>Section VII – Technical Specifications and;</p> <p>Section VIII – Checklist of Technical and Financial Documents</p>
<p><b>Technical Specifications</b></p>	<p>SONKKENS OFFICE EQUIPMENT TRADING clarifies if the “Bidders should have completed, within five (5) years from the date of submission and receipt of bids” stated in Invitation to Bid is refers on the number of years of the supplier in the business?</p> <p>It was clarified that this is intend to a contract similar to the Project not the number of years of the business.</p> <p>SONKKENS OFFICE EQUIPMENT TRADING clarifies if it is possible to relax the print speed in technical specifications for highspeed colored inkjet printer from 120ppm - 150ppm to 100 ppm – 150 ppm.</p> <p>It was clarified that the end-user is agreeing to relax the print speed to 100 ppm – 150 ppm and the Bureau will issue a supplemental bid referring to this.</p> <p>SONKKENS OFFICE EQUIPMENT TRADING clarifies if it is possible also to adjust the gsm in Paper weight that instead of minimum of 46 gsm to minimum of 50 gsm.</p> <p>It was clarified that the Bureau will note on the clarifications. and the Bureau will issue a supplemental bid once agreed.</p>

TOPIC/AGENDAs	Discussions/Clarifications/Agreements
	<p>COPYLANDIA OFFICE SYSTEMS CORPORATION clarifies if it is possible to adjust the technical specification in highspeed cutting machine specifically in Power consumption: from 4,5 kVA to 4-5 KVA.</p> <p>It was clarified that the Bureau will note on the clarifications.</p>
<p><b>Schedule Requirements</b> of</p>	<p>COPYLANDIA OFFICE SYSTEMS CORPORATION clarifies if it is possible to adjust the number of delivery days from Ninety (90) to One Hundred Twenty (120) days from Issuance of Notice to Proceed to One Hundred Twenty (120) days to One Hundred Fifty Days (150) from Issuance of Notice to Proceed.</p> <p>It was clarified that the Bureau will note on the clarifications. and the Bureau will issue a supplemental bid once agreed.</p>
<p><b>Others</b></p>	<p>BAC Secretariat also clarified to all prospective bidder attended in the pre-bid conference, they still can write a formal letter for any comments or clarifications regarding the bidding documents address to the BAC Chairperson and the bureau will reply also thru a letter and if there is still a need to amend on the bidding documents the bureau will issue a supplemental bid for the amendment. The BAC emphasized that all clarifications will be answer thru bid supplements for clearer specifications.</p>

**IV. Adjournment**

There being no further matters for discussion, the meeting was adjourned by the BAC Secretariat at 2:02 P.M.

