

Republic of the Philippines
Technical Education and Skills Development Authority
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MINUTES OF THE MEETING

05 December 2018 (Wednesday)	1:21 P.M.	CSA Conference Room
MEETING CALLED BY	Central Office Bids and Awards Committee	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Provision of Photocopying Services for the TESDA Central Office (January 1, 2019 to December 31, 2019)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	Php 1,997,009.04	
REFERENCE NO.	TESDA-CO-2018-09	
ATTENDEES	<p><u>Bids and Awards Committee (BAC)</u> RD Conrado G. Bares Chairperson PD Eric O. Ueda Vice-Chairperson Ms. Wilma F. Roque Member Mr. Leonardo E. Pinlac Member</p> <p><u>BAC Secretariat</u> Ms. Maria Gracia P. Dela Rama Head Ms. Arcadia Creselda P. Balinas Member Ms. Maria Michelle P. Genito Member Ms. Joseph Allen L. Simon Member</p> <p><u>Technical Working Group</u> Ms. Mercy N. Meninguito Member Ms. Joanna Marie L. Sanchez Member</p> <p><u>End-User Representative</u> Ms. Armela B. Gutierrez</p> <p><u>Observers</u> Ms. Ma. Victoria F. Samala Commission on Audit (COA) Ms. Nikka Sherika Hany Villocillo COA</p> <p><u>Bidders</u> Ms. Mariquita Guico Ecopy Corporation. Mr. Lance Escalona Ubix Corporation Mr. Erwin C. Manarpiis Otus Copy Systems, Inc. Mr. Paul Caringal Otus Copy Systems, Inc.</p>	

CALL TO ORDER	<ul style="list-style-type: none"> • The pre-bid conference started at 1:21 p.m. which was presided by the BAC Chairperson. • RD Conrado G. Bares, BAC Chairperson, acknowledged the presence of the BAC members, BAC Secretariat, TWG, End-User, representatives from the COA and the prospective bidders. • RD Bares stated that there is a quorum having four (4) members present in the meeting out of five (5) regular composition of the BAC.
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DISCUSSIONS

PUBLICATION OF THE INVITATION TO BID	<ul style="list-style-type: none"> • RD Bares stated that the Invitation to Bid (ITB) was published in the website of the Philippine Government Electronic Procurement System (PhilGEPS) on 27 November 2018 and was also posted in the website of TESDA and its Bulletin Board on the same day.
LETTER TO OBSERVERS	<ul style="list-style-type: none"> • RD Bares stated that the following ten (10) observers were invited in writing: <ol style="list-style-type: none"> 1. Commission on Audit 2. Confederation of Filipino Consulting Organizations 3. Department of Justice 4. Philippine Chamber of Commerce and Industry 5. Philippine Constructors Association 6. Philippine Institute for Supply Management 7. Philippine Institute of Certified Public Accountants 8. Philippine Institute of Civil Engineers 9. Philippine Jesuit Prison Service 10. Research Center on Culture, Education and Social Issues <p>He added that only the Commission on Audit attended the pre-bid conference.</p> • Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, mentioned that abovementioned offices duly received their respective invitations. Likewise, only Ecopy Corporation has purchased the Bidding Documents as of this time.
GENERAL REQUIREMENTS FOR THE GOVERNMENT PROCUREMENT OF GOODS	<p>Ms. Dela Rama presented the general requirements for the government procurement of goods.</p>

Purpose of the Pre-Bid Conference	<p>1. To clarify and address bidder's questions on the different aspects of the procurement at hand; and</p> <p>2. For bidders to fully understand the requirements.</p>
Bidder's Eligibility	<p>Legal Eligibility shall include documents that will prove the legal capacity of the bidder.</p> <p>Technical Eligibility shall include all documents appertaining to the technical capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' financial capability.</p>
PhilGEPS Certificate of Registration in Platinum Membership	<p>The updated Certificate of Registration has to be submitted including the attached Annex "A" of the said certificate. Eligibility documents stated in Annex "A" of the certificate should be submitted to TESDA during post-qualification.</p>
Statement of Single Largest Completed Contract similar to the Contract to be bid	<p>ITB Clause No. 5.4 states that 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> <p>For this purpose, similar contract for each lot shall refer to: any contract for Photocopying Services.</p> <p>The form for this statement can be found as Annex "E" under Section VIII. Bidding Forms of the Bidding Documents.</p>
Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	<p>The total value of the contracts under this form is one of the values needed in the computation of the NFCC.</p> <p>The form for this statement can be found as Annex "E-1" under Section VIII. Bidding Forms of the Bidding Documents.</p>

	Net Financial Contracting Capacity (NFCC)	The values to be used in computing the NFCC will be lifted from the Audited Financial Statements stamped "received" by the Bureau of Internal Revenue. In lieu of the NFCC, the bidder can submit a committed line of credit (CLC) issued by a universal or commercial bank whose value must be ten percent (10%) of the Approved Budget for the Contract (ABC).
	Joint Venture Agreement (JVA)	The form for the JVA can be found in Annex "G" of the Bidding Documents.
	Bid Security	<ul style="list-style-type: none"> • Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC) – Php39,940.18 • Surety Bind callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of the ABC) - Php99,850.45 • Bid Securing Declaration pursuant to Government Procurement Policy Board (GPPB) Resolution No. 03-2012
	Competent Evidence of Identity per Amended Section 12(a) of Rule II of the 2004 Rules of Notarial Practice	The Bidder should be presenting one (1) current identification document issued by an official agency bearing the photograph and signature of the individual. The Community Tax Certificate/Cedula is not acceptable.
	Documents required during the Bid Opening	<p>First Envelope</p> <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going including Awarded but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule; 9. Statement of Compliance with the Technical Specifications; and 10. Bidder's Omnibus Statement.

	<p>Second Envelope</p> <p>1. Financial Bid Form</p>
Omnibus Sworn Statement	The form specified in the Bidding Documents should be used and to be accompanied with the Board Secretary's Certificate granting power to representative/s.
Copy of the official receipt for the purchase of the bidding documents	This is required to give essence to the basic rule that only bidders who bought bidding documents shall be eligible to participate in the process.
Marking and Packaging Suggestions	<p>There will be one (1) original and three (3) copies of the first and second components of the bid. The copies must contain the same documents of the original set. However, if the bid security is in a form of cash or manager's check, there is no need to attach another set to the copies of the Bidding Documents. Any omission of document in the copies shall be a ground for the bidder's disqualification or ineligibility to bid.</p> <p>The Bidding Documents of the Bidder has to be packed in one (1) envelope or one (1) package.</p>
Documents to be submitted by the Lowest Calculated Bidder (LCB) for post-qualification purposes	<p>The BAC shall issue a notice to the bidder which tendered the LCB to submit the following additional documents:</p> <ul style="list-style-type: none"> • Other appropriate licenses and permits; • Samples, if required; • Brochures, if required; • Proof of Largest Single Contract; • Latest Income Tax Return for 2017; • Value Added Tax Returns or Percentage Tax Returns covering the previous six (6) months; • Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration; and • Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG

		Fund issued within three (3) months from the date of bid opening.
	Common reasons for Disqualification observed during bid opening	<ul style="list-style-type: none"> • Late Submission; • Incomplete Submission; • Non-compliance with Notarial Rules; • Number of Bid Copies; • Failure to sign relevant documents; and • Surety Bond/Bank Guarantee does not include some/all "Conditions for Bid Security Forfeiture".
	Common reasons for Disqualification observed during submission of additional documents by the LCB	<ul style="list-style-type: none"> • Failure to submit the required additional documents; • Failure to submit required sample; and • Late submission of additional documents/sample.
	Common reasons for Disqualification observed during post-qualification	<ul style="list-style-type: none"> • Failure to pass sample testing criteria; • Expired license/permits; and • False information.
PRESENTATION OF THE TECHNICAL WORKING GROUP (TWG)	<p>Ms. Armela B. Gutierrez, end-user representative and Chairperson of the TWG discussed the following items and its technical specifications:</p> <ol style="list-style-type: none"> 1. Contract Duration 2. Approved Budget for the Contract (ABC) 3. Scope of Responsibilities 4. Delivery 5. Project Specifications 	
SECTION VI. SCHEDULE OF REQUIREMENTS	Ms. Dela Rama reminded the prospective bidder to sign the conforme section. Each and every page of the bidding documents should be signed by the authorized representative of the bidder.	
SECTION VII. TECHNICAL SPECIFICATIONS	Ms. Dela Rama reminded the prospective bidder to sign the conforme at the end of this section. Likewise, the bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass"/ "fail" criterion.	
SOURCE OF FUND	The Government of the Philippines (GOP) through the 2019 General Appropriations Act (GAA) for the Technical Education and Skills Development Authority.	
CLARIFICATIONS	<ul style="list-style-type: none"> • Mr. Paul Caringal from Otus Copy Systems Inc. requested that the volume requirements of TESDA be provided which is the basis for the ABC and likewise shall be the reference for their 	

Contract Price. He also expressed that without the presence of the volume, they will be left blinded. Hoping to have the volume with their rate to be bid will be enough substance in the computation to accomplish the Contract Price.

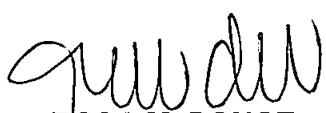


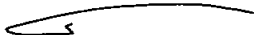
- Ms. Maria Michelle P. Genito said that they do not provide usually the number of volumes even when asked in the bidding for photocopying services.
- PD Eric O. Ueda viewed about the end-user's computations was like peak hours per day depending on the capability of the machine.
- Ms. Armela B. Gutierrez narrated that in practice, the basis was the actual consumption. There were no maximum limit set. Nevertheless, all the TESDA requirement were provided by the contractor. There is the matrix data but is not possible to do the average given that they have a varied monthly consumption.
- PD Eric O. Ueda inquired should there be already a winner, how can they bill TESDA.
- Ms. Armela B. Gutierrez replied that can be found in the contract on how much, per page, color or B& W.
- PD Eric O. Ueda recommended that the provision of billing must be in the contract.
- PD Eric O. Ueda said, addressing the prospective bidder Otus Copy system that he understands the former will base the quotation from the offer.
- Mr. Erwin C. Manarpiis from Otus Systems Inc. noticed the Price schedule on page 78 (Annex C) as they cannot calculate # 10 (Total Price delivered Final Destination col 9 x col 4) if #4 (Quantity) is absent.
- PD Eric O. Ueda said that Quantity could depend on the monthly or could be the actual consumption.
- Mr. Erwin C. Manarpiis from Otus Systems Inc. said how could they Bid if the "Actual" is "past".
- PD Eric O. Ueda clarified that what is being bid here is the Rentals of the Machine.
- Mr. Erwin C. Manarpiis from Otus Systems Inc. noted so the Rentals of the Machine. He asked to clarify the Quantity they will put is 28 (B &W) +1(color). And the Rental rate per copy if you have.

- Ms. Armela B. Gutierrez commented as regards to per copy there must have an offer.
- Mr. Erwin C. Manarpiis from Otus Systems Inc said that they do not have the multiplier. The multiplier must be from end user.
- Ms. Armela B. Gutierrez mentioned to note that it is only Rental and the paper supply shall be provided by TESDA. She made clear that it is only the Machine is being outsourced plus the Ink and the power, according to PD Eric O. Ueda
- The Chair explained pertaining the procurement and Billing of the machine which is bid on the basis of per copy. He is convinced that it is "past tense". Thus, His assumption is better to make a maximum estimate of the normal usage of the machine per day.
- Mr. Erwin C. Manarpiis from Otus Systems Inc. elaborated about their request for the **Volume** is not to have the exact number. It is only for Reference purposes for all of them prospective bidders in terms of uniformity, fairness in order to bid competitively, hence everyone will be guided accordingly. Assuming one machine have the capacity to produce 10,000 pages and the other is 20,000 pages, then there might have tendency to have a biased bid given that we have unlike references. He further requested if possible, to use the end-user's average consumption as reference. These will be used in their costing to bid competitively. He further added, they are branded over the regular players who were already well versed with the average and the costing. We do not have the History that at least to have the average including the Yearly consumption for Mono and the Color to serve as the basis. Hence, they could bid properly.
- The Chair together with the BAC Secretariat, end user and TWG agreed themselves for a short recess to discuss the matter.
- The Chair, called for to resume at 2:20 pm. And proceeded in addressing the Clarifications. He declared below the average copy volume per month requirements:
 - a. Black and White / Monochrome Photocopier – 190,000 copies
 - b. Colored – 1,900 copies
- PD Ueda states that a Supplemental /Bid Bulletin shall be issued for this matter.

- Mr. Manarpiis from Otus Copy Systems Inc. explained with reference to Volume provided with an Average of 19,000 copies divided by 28 Units shall be equivalent to 6, 700 pages monthly average per machine.
- PD Ueda with all due respect paused Mr. Manarpiis as it is delving on the Day needs. He recommends not to delved on specifics. The Committee will not allow anyone to discuss it. It is incumbent to Bidders to do the computation and offer its Bid. He further told that having already specified the specifications of the Machines, now without delving into specifics or narratives, he asked what about if there will be a problem with the machines?
- Mr. Manarpiis from Otus Systems Inc. proceeded trying to comment on the Volume requirements, which PD Eric Ueda cut his statement again by saying given that TESDA requirement is small, its up to the bidder if they want to bid.
- The Chair, recommended not to compare TESDA from the other agencies.
- Mr. Manarpiis from Otus Systems Inc. clarified that his request actually is to possibly specify the Year Model. He further said assuming the bid using a 1980's or 90's year Model. They can create an artificial advantage for the company.
- The Chair asked, would the specs from the presentation not enough? And Mr. Manarpiis conformed, however, only the year reference for the machines because If they shall bid using the 1980's and the other shall bid using 2000, 2010 model. They are already in the advantage because their price will be low. These are for the TESDA Benefit.
- PD Ueda acknowledged and noted that it will be taken in the meeting and will make Bid Bulletin when necessary and consult the Technical Working Group.
- Further, Mr. Caringal from Otus Copy Systems Inc. requested also for the Range of Speed of the Machine is 45-65 to possibly modified it to 35-65.
- PD Ueda, said that taking the principle of RA 9184, we want as much as possible more Bidders. Nonetheless it was noted and shall be discussed with the TWG.
- Mr. Caringal from Otus Copy Systems Inc. clarified his request was to lower 45-35 the range of speed.
- PD Ueda, said it is the Agency requirement.

- The Chair said that enough information was already provided.
- Mr. Caringal from Otus Copy Systems Inc. asked further on the colored machine. He said based on the market they do not have the specific terms for the high Definition. They measure the quality of the color through the dpi. He assumes if high definition is the requirement for the colored, it is much higher resolution you require for the B&W after the 600 dpi, to date we already have 500 x 24 dpi.
- Mr. Manarpiis from Otus Systems Inc. explained they are only requesting for a matrix. What is TESDA definition of high definition, how many dpi for them as reference in determining their machine capacity. Speaking of high definition, the term for the monitor and the graphics/ RGB is 1,220,000.
- The Chair, suggested to just refer to the range.
- Ms. Mariquita Guico of Ecopy Corporation reacted saying that the project is just a rental and high definition, resolution is no necessary. Anyways what is being paid is only the copies, the good copy, spoiled copies are deducted.
- The Chair said that Mr. Manarpiis concern is also okay.
- PD Eric Ueda said they will visit for the Industry Definition?
- Mr. Caringal from Otus Systems Inc. explained the reason why they raised it for them to be able to comply with the Technical Specs stated in Section 7 of the Bid Document which the word "High definition "is not available and will not be seen in the brochure or any manuals.
- The Chair commented that it is understood the high definition has range in dpi.
- Mr. Manarpiis from Otus Systems Inc. asked if the said high definition is 1,440,000 colors equivalent to RGB.
- PD Ueda reiterated that is whatever is in the industry.
- RD Bares said putting a range might have an implication to exclude others.
- Mr. Manarpiis from Otus Systems Inc. ask the Chair on the eligibility requirement concerning the NLRC & DOLE cannot issue a new certificate as in the previous years usually issued yearly. There were changes according to the agency. He asked would it be considered if they will submit the letter from the agency itself.

	<ul style="list-style-type: none"> • PD Ueda replied yes as long as there is an official Circular from NLRC attached with your recent application. He added that it should be a policy coming from the agency otherwise, is not allowed. He clarified as well that the eligibility form is not part of the post qualification.
SUPPLEMENTAL /BID BULLETIN	<p>Ms. Dela Rama clarified as follows and shall be issued a Supplemental / Bid Bulletin;</p> <ol style="list-style-type: none"> 1. ITB Clause 1.2 of the Bid Data Sheet shall modify the identification number of the Contract from TESDA-CO-2018-08 to TESDA-CO-2018-09 2. The cover page of the Bid Documents shall read as 2018-09 Fifth Edition October 2016. 3. The delivery period indicated in Section VI. Schedule of Requirements shall be modified to (15) calendar days upon receipt of Notice to Proceed. 4. The Technical specification of Photocopier, Color shall be: <ul style="list-style-type: none"> - High Quality, High Definition color and B & W, with PC connectivity, with network scanning and printing capability. - Output Speed up to 45ppm - Scanning Speed up to 60opm; - Built-in print controller; - Digital Imaging; - Password Protection; 5. Below shall be the average copy volume per month requirements: <ol style="list-style-type: none"> a. Black and White / Monochrome Photocopier – 190,000 copies b. Colored – 1,900 copies
BID OPENING	<p>The BAC reminded that the closing date for the submission of bids is 18 December 2018 not later than 1:00 p.m. PST time as indicated in the bidding documents. The opening would be on the same day at 1:15 PM at CSA Conference Room, 2nd Floor, TESDA Complex, Taguig City.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 2:35 p.m.</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of the pre-bid conference conducted on Wednesday, 05 December 2018.</p>

<p>PREPARED BY:</p>	 <p>ROSA M. PONCE Minutes Officer</p>
<p>REVEIWED BY:</p>	 <p>ARCADIA CRESELDA P. BALINAS Member, BAC Secretariat</p>
<p>NOTED BY:</p>	 <p>MARIA GRACIA P. DELA RAMA Head, BAC Secretariat</p>
<p>CERTIFIED CORRECT:</p>	 <p>CONRADO G. BARES BAC Chairperson</p>