

**BIDS AND AWARDS COMMITTEE-TESDA Central Office**

**PRE-BID CONFERENCE  
PROVISION OF PHOTOCOPYING SERVICES FOR THE TESDA  
CENTRAL OFFICE FOR FY 2020**

22 November 2019, Friday, 3:00 P.M.  
AS Conference Room, 2<sup>nd</sup> Flr, TESDA Admin Bldg.  
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

**ATTENDANCE: Attendance Sheet attached (Annex A)**

**Present:**

***Bids and Awards Committee:***

DDG Mariano Michael M. Velarde, Jr.	Chairperson (ODDG-CLGUS)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS)

***Technical Working Group:***

Ms. Maria Michelle P. Genito	Chairperson
Ms. Rachel Grace M. Dela Cruz	Member
Mr. Niño B. Lopez	Member

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Ms. Jela Mae A. Arcano	Member

***Observer/s:***

None

***Prospective Bidders:***

Mr. Paul Caringal	Otus Copy Systems Inc.
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***Others:***

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff
Mr. Jose Ponciano E. Malonzo	ODDG-CLGUS

**Absent:**

***Bids and Awards Committee:***

Dir. Ma. Magdalena P. Butad	Member (FMS)
Dir. Adzhar A. Albani	Provisional Member – End-User (AS)

***BAC Secretariat:***

Atty. Jan-Michael P. Jaro	Member
Mr. Joseph Allen L. Simon	Member
Mr. Alric G. Subido	Member

# MINUTES OF THE MEETING

## A. CALL TO ORDER

The Pre-Bid Conference started at 3:20 PM as presided by DDG Mariano Michael M. Velarde, Jr., BAC Chairperson.

Upon query from DDG Velarde, Ms. Ma. Gracia Dela Rama, Head of the BAC Secretariat, confirmed the presence of a quorum with four (4) out of six (6) members of the BAC in attendance.

DDG Velarde opened the Pre-Bid Conference for the Provision of Photocopying Services for the TESDA Central Office for FY 2020.

The BAC Secretariat acknowledged the members of the BAC, the Technical Working Group (TWG), and the representative from Otus Copy Systems Inc.

## B. PRESENTATION / DISCUSSION

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<b>1. Letter to Observers</b>	<p>Ms. Arcadia Creselda P. Balinas presented the proofs of receipt of the invitation letters being sent out to the five (5) observers namely:</p> <ol style="list-style-type: none"><li>1. Philippine Jesuit Prison Service (November 15, 2019)</li><li>2. Philippine Institute for Supply Management (November 15, 2019)</li><li>3. Philippine Chamber of Commerce and Industry (November 15, 2019)</li><li>4. Reallife Foundation Inc. (November 15, 2019)</li><li>5. Commission on Audit (November 15, 2019)</li></ol> <p>The BAC noted the absence of the observers in the pre-bid conference.</p>
<b>2. Publication of the Invitation to Bid</b>	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the Philippine Government Electronic Procurement System (PhilGEPS) website and TESDA website on November 14, 2019. Said ITB was also posted on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information relative to the procurement activities.</p> <p>Likewise, Ms. Balinas mentioned that there were six (6) interested bidders who viewed the agency posting in PhilGEPS for this procurement:</p> <ol style="list-style-type: none"><li>1. Integrated Computer Systems, Inc.</li><li>2. Otus Copy Systems, Inc.</li><li>3. Magna Power Corporations</li><li>4. AG3 Colors Printing Press</li><li>5. Ubix Subic Bay Corporations</li><li>6. Quartz Business Product Corporation</li></ol>

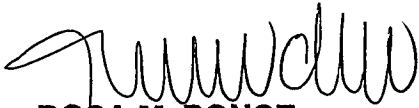
<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<b>3. Presentation of the Requirements of the Bidding Documents</b>	<p>Ms. Dela Rama explained the purpose of the pre-bid conference is to clarify and address bidder's questions on the different aspects of the procurement at hand and for the bidders to fully understand the requirements (Technical and Financial). She highlighted that any statement issued during the meeting shall not modify the terms in the Bidding Documents unless the same is specifically identified in writing and as amendment and as issued through Supplemental Bid Bulletin.</p> <p>Likewise, she emphasized that this procurement proceeding is an early procurement activity of TESDA Central Office with reference to the Government Procurement Policy Board (GPPB) Circular No. 06-2019 dated July 17, 2019.</p> <p>Ms. Dela Rama explained that the General Appropriations Act (GAA) is usually approved within the last week of December which will be effective by January 2 of the succeeding year. However, there were cases of the late approval of the GAA. Hence, the need to extend the validity of the bid securities beyond one hundred twenty (120) calendar days prior to their expiration, if the funding source for the procurement project has yet to be approved and made effective.</p> <p>She likewise emphasized that with the pending approval and effectivity of the GAA, the fifteen-day (15-day) period for the HoPE to approve the Resolution of the BAC and the three (3) months period to issue the Notice of Award (NOA) shall be tolled or suspended as provided under Section 37 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.</p> <p>Ms. Balinas read the Schedule of Requirement and Technical Specifications for the Provision of Photocopying Services for the TESDA Central Office for FY 2020 with an Approved Budget for the Contract (ABC) of Three Million Four Hundred Sixty-Eight Thousand Three Hundred Forty-Two Pesos and 12/100 (Php 3,468,342.12) covering the manpower requirements, photocopying machines and support services requirements.</p>
<b>4. Deadlines</b>	<p>Ms. Dela Rama explained that this item on deadlines was intended mainly for the information of the bidders.</p>
<b>a. Submission of Request for Clarification</b>	<p>Ms. Dela Rama cited that any request for clarification on the part of the bidders after the pre-bid conference should be done in writing and be submitted to the BAC for at least ten (10) calendar days before the bid opening. She added that, based on the calendar at hand, the Bid Opening for this procurement is December 4, 2019 at 1:00 pm.</p>
<b>b. Issuance of Bid Bulletin</b>	<p>Ms. Dela Rama reported that the issuance of bid bulletin/s, if any, should be at least seven (7) calendar days before the conduct of the bid opening which will fall on November 27, 2019.</p>

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<p><b>5. Question and Answer</b></p>	<p>DDG Velarde asked the Committee members for any questions or clarifications that they wished to raise at the moment.</p> <p>Mr. Paul Caringal from Otus Copy Systems Inc. inquired if there is a need to attach the supporting documents for the accounts that they declare in the Statement of Single Largest Completed Contract (SLCC), and Statement of Ongoing Contracts including Awarded but not yet Started Contracts.</p> <p>Ms. Dela Rama clarified that only a statement is needed for the ongoing contracts including awarded but not yet started contracts. However, for the Statement of SLCC it requires supporting documents such as Contracts/Purchase Orders, corresponding Sales Invoices, Official Receipt/Cash Receipt/Collection Receipt and Certificate of Satisfactory Completion.</p> <p>Mr. Caringal inquired about the computation of the financial bid and price schedule. He recalled that there was a request from Otus Copy Systems Inc. to TESDA to provide the copy volume in the Bidding Documents as reference in preparing the bid and for purposes of equality for this procurement.</p> <p>Atty. Marichelle D. De Guzman suggested to Otus Copy Systems, Inc, as the current service provider of TESDA, to base the computation of the contract price from the actual consumption of TESDA for the monochrome photocopy and colored photocopy.</p> <p>Mr. Caringal pointed out that the multiplier (Volume/copies) must be from end-user since if they will assume the copy volume may be biased.</p> <p>The BAC declared they will study the query of Mr. Caringal and shall issue a bid bulletin, if any, relative to the computation of the Financial Bid and Price Schedule and, at the same time, for the information of other potential bidders.</p>

**C. ADJOURNMENT**

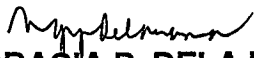
There being no other matters to be discussed, the meeting adjourned at 1:52 p.m.

**Prepared by:**



**ROSA M. PONCE**  
Minutes Officer

**Reviewed by:**



**MARIA GRACIA P. DELA RAMA**  
Head, BAC Secretariat

**Approved by:**



**DDG MARIANO MICHAEL M. VELARDE, JR.**  
BAC Chairperson