



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Date: June 3, 2019
Time: 2:00 P.M.
Venue: Budget and Finance Conference Room

Attendance

- Refer to attached Attendance Sheet

Purpose

- **Pre-bid Conference for the Rental of Seventeen (17) Units High-Speed Photocopying Machines for One (1) Year**

Minutes

- Upon determination of a quorum, the Vice-Chairperson called the meeting to order.
- Atty. Lorenzo inquired whether notices were sent to the COA representative and prospective observers. Atty. Yancha-Po replied that they were duly notified of today's pre-bid conference but they did not appear.
- Atty. Lorenzo acknowledged the presence of two (2) prospective bidders, namely: *Otus Copy Systems Inc. ("Otus")* and *The Value System ("TVS")*. He inquired from the prospective bidders if they have any questions or clarifications with regard to this procurement project.
- *Otus* sought clarification regarding letter (f) of the technical specifications referring to the "minimum speed of at least sixty (60) copies per minute," since it does not fit to the declared volume of 85,000 per month. He suggested to lower the copies per minute to "at least fifty five (55) copies per minute. Atty. Lorenzo requested *Otus* to explain his suggestion. *Otus* stated that photocopier machines are categorized as entry level, mid level, and high level. Mid level is usually required in government offices. Its loading capacity is 15,000 per month. Upon further clarification from Atty. Buenviaje, *Otus* manifested that the copies per minute depends upon the category of the photocopying machines. For entry

level, the copies per minute is 25, for mid level, it is 40 copies per minute, and for high level, it is 55 copies per minute.

- *TVS* manifested that they agree to the suggestion of *Otus*. However, *TVS* has no re-manufactured machines. All their units are brand new. *TVS* inquired whether the period of one (1) year can be extended to two (2) years. Atty. Lorenzo replied that it cannot be extended since the budget for this procurement project is only for 1 year.
- *TVS* manifested that in other government agencies, the categories of machines that they can supply is low and mid level. Mid-level can produce twenty seven (27) copies per minute. Atty. Lorenzo inquired from *TVS* whether the latter can comply if the Committee will maintain the technical specifications. *TVS* answered in the negative.
- Atty. Lorenzo inquired from the prospective bidders if they have clients in other government agencies. *TVS* replied that they are the supplier for the photocopying machines of Landbank and Social Security System (SSS) nationwide. On the part of *Otus*, they are the supplier for the photocopying machines used in the Bangko Sentral ng Pilipinas and Office of the President.
- Atty. Lorenzo manifested that the matter regarding the speed requirement of the photocopying machines will be discussed among the members of the Committee. A Supplemental Bid Bulletin may be issued to address the issue.
- *TVS* inquired whether the photocopying machines will be used as printer in one department or there will be sharing of the machines. Atty. Lorenzo replied that the Scope of Services under the Technical Specifications enumerated the offices which will be the end-user of the photocopying machines.
- *Otus* inquired whether the photocopying machines currently used by the General Services Section will be retained once an award was made for this procurement project. Mr. Laggui, Jr. replied that the same will not be retained.
- *Otus* sought clarification if it is possible that not all of the 17 units of photocopying machines shall have a finisher and stapling capability. Mr. Laggui, Jr. replied that the Committee cannot identify the offices which should have a finisher and stapling capability since this is the first time that the SB will lease such number of units of photocopying machines.
- *Otus* manifested that they can offer photocopying units with A-1 condition with manufacture or re-manufactured year but not all of the machines will have a finisher and stapling capability. *TVS* stated that they cannot offer photocopying units with finisher and stapling capability since its price is half of the cost of the photocopying machines.
- *Otus* suggested that the photocopying machines for Legal Research and Technical Staff, Budget and Finance Division, and General Services Section may have a finisher and stapling capability. *Otus* likewise stated that staple wire is not included in this procurement project. The same should be procured separately.
- *TVS* sought clarification with regard to Item (i) of the technical specifications. She inquired whether the number of feed trays can be lowered to two (2), Letter (8.5" x 11") and Long (8.5" x 13") since there is a multi-bypass tray. *Otus*

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suggested to maintain "at least four (4) paper feed trays." Atty. Decano replied that the matter will be discussed by the members of the Committee.

- *Otus* sought clarification regarding copy resolution of 1200 x 1200 dpi. It stated that what is available in the market is only 600 x 600 dpi. As regards the provision on Maintenance and Service, *Otus* suggested to delete item (d) which provides that "Copies produced during service calls will not be billed to the Court" since there is a provision under Payment Scheme that there is an automatic deduction of two percent (2%) spoilage from the monthly billing of copies reproduced.
- *Otus* sought clarification regarding Eligibility documents, referring to Statement of All On-Going Contracts. It inquired if it needs to attach the supporting documents as on-going contracts. Atty. Decano replied that the Notice of Award (NOA) and other supporting documents are only needed in the Single Largest Completed Contract (SLCC). With regard to Statement of All On-Going Contracts, both public and private, only the general statements are needed. The supporting documents are not required. Atty. Buenviaje stated that the Committee has no standard form with regard to Statement of All On-Going Contracts but the same may be provided.

The pre-bid conference adjourned at 3:00 in the afternoon.

Prepared by:


MS. EMELITA A. CARAIG
Member, BAC Secretariat

Noted by:


ATTY. DASHELL C. YANCHA-PO
Head, BAC Secretariat