

Minutes of Pre-Bid Conference
SUPPLY AND DELIVERY OF COLORED DIGITAL MULTIFUNCTION SYSTEM
FOR DSWD-NHTO
(ITB No. GOP/19-DSWD-030)
17 April 2019 (03:00 p.m.) / STB Conference Room

IN ATTENDANCE :

BIDS AND AWARDS COMMITTEE (BAC) :

1. U/Sec. Felicisimo C. Budiongan - Chairperson
2. Dir. Natividad V. Canlas - Alternate Regular Member
3. Dir. George JT D. Aliño II - Alternate Provisional Member

BAC SECRETARIAT (BACSec) :

1. Ms. Oliva C. Arcaina - Supervising Administrative Officer
2. Mr. Ramon M. Villareal Jr. - Administrative Officer V
3. Mr. Arjay C. Dimafelix - Administrative Officer IV
4. Mr. Jerico I. Medina - Administrative Officer II

OTHERS IN ATTENDANCE :

1. Atty. Ruth Eunice L. Mina - Procurement Management Service (PMS)
2. Dir. Emmanuel P. Privado - Office of the Secretary (OSEC)-Focal for PMS
3. Ms. Vivian V. Matienzo - National Household Targeting Office (NHTO)
4. Ms. Osmalyn C. Ramos - NHTO
5. Mr. Timothy Earl S. Fernandez - NHTO
6. Mr. Onilazir A. Sta. Ines - Information and Communications Technology Management Service (ICTMS)
7. Mr. Randolph B. Dimal - PMS-Procurement Planning and Management Division
8. Mr. Joshua Kevin J. Jovellanos - PMS-Contract Monitoring Division (CMD)
9. Mr. Edwin L. Delos Reyes - PMS-CMD

PROSPECTIVE BIDDER/S PRESENT :

1. Mr. Joey A. Francisco - Otus Copy Systems, Inc.
2. Mr. Raymond Quintong - Quartz Business Products
3. Ms. Johann Mendoza - Gakken (Philippines) Inc.
4. Mr. Andrew De Luna - Gakken (Philippines) Inc.

HIGHLIGHTS OF THE PRE-BID CONFERENCE :

I. CALL TO ORDER

The Pre-Bid Conference for the "Supply and Delivery of Colored Digital Multifunction System for DSWD-NHTO" was called to order at 03:00 p.m. by the BAC Chairperson, Felicisimo C. Budiongan. He then introduced the members of the BAC, the BAC Secretariat, and the representatives from the End-user (National Household Targeting Office), Information and Communications Technology Management Service, Procurement Management Service and Office of the Secretary. (Note: The invited observers were unable to attend.) He also acknowledged the presence of representatives of the prospective bidders.

A copy of the Agenda is attached hereto, marked as Annex "A", and made an integral part hereof.

II. OPEN FORUM

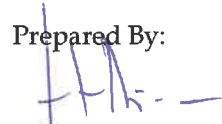
ITEM/ PARTICULAR	ISSUES/ CONCERNS / DISCUSSIONS	AGREEMENTS/ ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none"> Ms. Arcaina (<i>BACSec</i>) presented the procurement guidelines for the information of the prospective bidders. 	
Background of the Project	<ul style="list-style-type: none"> Mr. Fernandez (<i>NHTO</i>) provided the background of the project. He mentioned that the digital multifunction systems will be used for the NHTO-Listahan 3. 	
<p>Technical Specifications</p> <ul style="list-style-type: none"> Item 5.3. SMP Protocol : Must be running at least SMB 2 or Higher Protocol Fascimile 	<ul style="list-style-type: none"> Mr. Villareal Jr. (<i>BACSec</i>) presented the technical specifications of the project. Mr. Francisco (<i>Otus</i>) inquired if "Fascimile" is part of the requirements under Item 5.3. Mr. Sta. Ines (<i>ICTMS</i>) replied that "Fascimile" should be another major requirement, under that requirement are the compression method, transmission speed and communication protocol. Mr. Dimal (<i>PMS-PPMD</i>) suggested to add "transmission speed : 33.6 kbps" under "Fascimile" since it was not included in the Bidding Documents. Ms. Matienzo (<i>NHTO</i>) agreed with the changes and suggestions. U/Sec. Budiongan (<i>BAC Chair</i>) directed its Secretariat to include the changes in a supplemental/ bid bulletin. 	<ul style="list-style-type: none"> BAC and End-user resolved to change Item 5.3. and add "transmission speed : 33.6 kbps" as specification under "Fascimile". BAC shall issue a supplemental/ bid bulletin regarding changes.

U/Sec. Budiongan reminded the prospective bidders that queries and clarifications may be submitted to the BAC Secretariat on or before 05:00 p.m. of Monday, 22 April 2019, in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116.

III. ADJOURNMENT

Having no other matters to discuss, the Pre-Bid Conference was adjourned at 03:30 p.m.

Prepared By:



JERICO I. MEDINA
Administrative Officer II
Bids and Awards Committee Secretariat

Noted by:



OLIVA C. ARCAINA
Supervising Administrative Officer and
Officer-in-Charge, Bids and Awards Committee
Secretariat

Approved by:



FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee



PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF COLORED DIGITAL MULTIFUNCTION SYSTEM FOR DSWD-NHTO (ITB No. GOP/19-DSWD-030)

Date: 17 April 2019 • **Time:** 03:00 p.m. • **Venue:** STB Conference Room

A G E N D A

I. Call to Order

1. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
2. Acknowledge the presence of all interested bidders who are in attendance.
3. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

1. The procurement procedure for the **"Supply and Delivery of Colored Digital Multifunction System for DSWD-NHTO"** is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised 2016 Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
2. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

3. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

4. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.



III. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Eligibility and Technical Component

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

The BAC shall open the first envelope (Eligibility and Technical Component) and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary “pass/fail” criteria. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as “failed” and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as “passed”.

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary “pass/fail” criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as “failed”.

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.



F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared “passed”, using a non-discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bid (LCB).

G. Post-Qualification

After determining the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case maybe, the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the LCB/SCB, using non-discretionary criteria. If the BAC determines that the bidder with the LCB/SCB passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bid (LCRB) or Single Calculated and Responsive Bid (SCRB) and award the contract to the said bidder.

IV. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

V. Adjournment

INVITATION TO BID FOR

SUPPLY AND DELIVERY OF COLORED DIGITAL MULTIFUNCTION SYSTEM FOR DSWD-NHTO

— ITB No. GOP/19-DSWD-030 —
(PR No. 2019030887)

1. The **Department of Social Welfare and Development (DSWD)**, through the **National Household Targeting Office (NHTO) – Capital Outlay Funds**, intends to apply the sum of **One Million Two Hundred Thousand Pesos (PhP 1,200,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Colored Digital Multifunction System for DSWD-NHTO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD now invites registered Philippine Government Electronic Procurement System (PhilGEPS) service providers to bid for the **Supply and Delivery of Colored Digital Multifunction System for DSWD-NHTO**. Delivery of Goods and Services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be purchased by interested Bidders on **10 April 2019 to 02 May 2019** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Two Thousand Five Hundred Pesos (PhP 2,500.00)**.

It may also be downloaded free of charge from the website of the PhilGEPS and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The DSWD will hold a **Pre-Bid Conference** on *17 April 2019, 03:00 p.m.*, at the **Social Technology Bureau Conference Room, 3rd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before *02 May 2019, 09:00 a.m.* All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on *02 May 2019, 10:00 a.m.*, at the **Social Technology Bureau Conference Room, 3rd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

8. To facilitate the immediate implementation of the procurement of this Project, the DSWD shall proceed with the procurement activities short of award, pending the approval of the 2019 General Appropriation Act (GAA), pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184, Section 19 of the General Provisions of the FY 2019 National Expenditure Program (NEP) and Department of Budget and Management (DBM) Circular Letter No. 2018-8 dated 30 July 2018
9. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 931-6139
Telephone Nos. (02) 931-8101 to 07 Local 122 or 124


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee

Section VI. Schedule of Requirements

Supply and Delivery of Colored Digital Multifunction System for DSWD-NHTO

Lot No.	Particulars	Quantity
1	Colored Digital Multifunction System	3 units

Delivery Period:

- Complete delivery of goods must be made within forty-five (45) calendar days upon receipt of Notice to Proceed (NTP)

Terms of Payment:

- One-time payment shall be made within fifteen (15) to thirty (30) calendar days upon successful installation and testing, End-user acceptance and completion of all supporting documents (e.g. inspection reports, delivery receipts, etc.)

Delivery Site*:

DSWD Central Office-Procurement Management Service

c/o MS. GENIELA I. SOLEDAD

Administrative Assistant III

Contract Monitoring Division-Procurement Management Service

DSWD Central Office

IBP Road, Batasan Complex, Constitution Hills, Quezon City

** in coordination with NHTO and/or ICTMS*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

***THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS***

Technical Specifications

DSWD Specifications	Bidder's Specifications ⁴
<p>DIGITAL MULTIFUNCTION SYSTEM</p> <ol style="list-style-type: none"> 1. Colored 2. General Specifications: <ol style="list-style-type: none"> 2.1. Memory : $\geq 2\text{Gb}$ 2.2. Hard Disk Drive : $\geq 160\text{Gb}$ 2.3. Engine Speed : $\geq 30\text{cpm}, \geq 30\text{ppm}$ 2.4. Processor Speed : $\geq 600\text{Mhz}$ 2.5. Paper Capacity : <ol style="list-style-type: none"> 2.5.1. $\geq 2 \times 500$ sheet tray 2.5.2. 100 sheet multi-bypass tray 2.6. Paper Size : Max A3 2.7. Warm-up Time : ≤ 60 secs 2.8. Duty Cycle : up to 200,000 pages 3. Copier <ol style="list-style-type: none"> 3.1. Continuous Copy : Max 999 3.2. Resolution : <ol style="list-style-type: none"> 3.2.1. Scan : 600 x 600 dpi 	<p>Brand: Model: Detailed Specifications:</p>

⁴ **IMPORTANT NOTE:** Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

3.2.2. Print : 600 x 600 dpi

3.3. Print Speed :

3.3.1. ≥ 30 cpm

3.3.2. ≥ 30 ppm (color/ black & white)

3.4. Magnification Zoom : 25% to 400%
(incremental of 1%)

3.5. Duplex Copying/ Printing : Standard

4. Network Printing

4.1. Interface : USB 2.0 (10 Base-T/ 100 Base-T)

4.2. PDL (Emulation) : Standard PCL 6/5e or
UFR II

4.3. Print Speed :

4.3.1. ≥ 30 cpm

4.3.2. ≥ 30 ppm (color/ black & white)

5. Network Scanner

5.1. File Format : TIFF, PDF, JPEG

5.2. Scan Destination : To Email, Desktop, FTP
Server, USB port use

5.3. SMB Protocol : Must be running at least
SMB 2 or Higher Protocol
Facsimile

5.4. Compression Method : MH, MR, MMR,
JBIG

5.5. Communication Protocol : Super G3, G3

6. Warranty and Service Level Agreement (SLA)

6.1. One (1) year Hardware Warranty

6.2. Lifetime Service Warranty

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

A small, handwritten mark or signature located in the bottom right corner of the page.










Republic of the Philippines
Department of Social Welfare and Development
Bids and Awards Committee




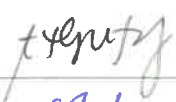





PRE-BID CONFERENCE

**SUPPLY AND DELIVERY OF COLORED DIGITAL MULTIFUNCTION SYSTEM
FOR DSWD-NHTO
(ITB No. GOP/19-DSWD-030)**

Date: 17 April 2019 • **Time:** 03:00 p.m. • **Venue:** STB Conference Room

A T T E N D A N C E

Name	Designation	Signature
1. U/Sec. Felicisimo C. Budiongan	Chairperson, BAC	
2. U/Sec. Aimee S. Torre Franca-Neri	Vice Chairperson, BAC	ON OFFICIAL BUSINESS/TRAVEL
3. A/Sec. Glenda D. Relova	Regular Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
4. Dir. Natividad V. Canlas	Alternate Regular Member, BAC	
5. Atty. Maria Cassandra M. Urbiztondo	Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
6. Dir. George JT D. Aliño II	Alternate Provisional Member, BAC	
7. Dir. Nicomedes Claro P. Suller	Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
8. Mr. Felix M. Armeña	Alternate Provisional Member, BAC	ON OFFICIAL BUSINESS/TRAVEL
9. Atty. Ruth Eunice L. Mina	Procurement Management Service	
10. Ms. Oliva C. Arcaina	SAO, BAC Secretariat	
11. Mr. William V. Garcia, Jr.	AO V, BAC Secretariat	
12. Mr. Ramon M. Villareal, Jr.	AO V, BAC Secretariat	
13. Ms. Katrina E. Garcia	AO IV, BAC Secretariat	
14. Mr. Arjay C. Dimafelix	AO IV, BAC Secretariat	
15. Mr. Ramises B. Esteban	AO III, BAC Secretariat	

Name	Designation	Signature
16. Mr. Jerico I. Medina	AO II, BAC Secretariat	
17. Mr. Lourence C. Buenaventura	AO II, BAC Secretariat	
18. Vivian Matienza	AO U/ NHTO - DPC	
19. Osmalyn Ramos	ITO I, NHTO	
20. Timothy Earl S. Fernandez	ITO II, NHTO	
21. ONILAZIR STA-INES	CMT II ICTMAS	
22. RANDOLF B. DIMAN	AO IV PMS	
23. Joshua Jorellomas	AO N PMS-CMS	
24. EMMANUEL PRIVADO	OSEC - PMS	
25. GWILL L. ROSAS (RBO)	PMS - CMS	
26.		
27.		
28.		
29.		
30.		



PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF COLORED DIGITAL MULTIFUNCTION SYSTEM FOR DSWD-NHTO
(ITB No. GOP/19-DSWD-030)

Date: 17 April 2019 • Time: 03:00 p.m. • Venue: STB Conference Room

BIDDER'S ATTENDANCE

PLEASE WRITE IN PRINT.

Name of Bidder's Representative and Designation	Company Name and Complete Address	Email Add:	Telephone No(s).	Fax No(s).	Signature
JOY A. FRANCISCO 1. AUTHORIZED REPRESENTATIVE	OTUS COPY SYSTEMS, INC. 10/F MG TOWER NO. 76 STRAITS BLDG / MANDALAYCITY	JOY.A.FRANCISCO@YALDO.COM	691-9494	535-8731	
RAYMUND QUINTONG 2. ACCOUNT MANAGER	QUINTONG BUSINESS PROMOTERS MARIKINA CITY	RAYMUND.QUINTONG@QUINTONG.COM.PH	815-1464	818-7707	
Johann Mendezora Sales Consultant	Gakken Phil Inc San Juan City	jmendezora@gakkenphil.com	722 8933	725 9373	
ANDREW DE LUÑA	Gakken Phil Inc San Juan	drewdeluna@hotmail.com	722 8933	728 9373	
5.					