



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 062-2019

DATE : 06 January 2019
 TIME : 10:00 a.m.
 VENUE : Function Room B, 7th Floor, PPA Bldg.
 ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member
Josephine M. Napiere	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member, End-User, ASD
Gervacio N. Balatbat	-	Provisional Member, End-User, ICTD
Marietta I. Guerrero	-	Provisional Member, End-User, HRMD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Milagros Lourdes P. Perez	-	Assistant Head
Charlemagne V. Santillan	-	Member, TWG
Jenneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG
Janet P. Cayona	-	Member, Secretariat
John Leonardi Duque	-	TWG End-User Representative
Angeli Dela Paz	-	TWG End-User Representative
Nympha Q. Daquiaog	-	TWG End-User Representative
Jordana Mae Castillo	-	ASD
Vanessa Jane Gayapa	-	ASD

Contractors' Representatives:

Kim Patrick Ponciano	-	Infostorage Corporation
Jerome Ferrer	-	Infostorage Corporation
Maricar Pacio	-	Lockheed Security and Investigation Agency, Inc./Lockheed Royale Security, Inc./JV
Katrina Masangcay	-	UBIX Corporation
Dess Orlanda	-	Canon Marketing Phils., Inc.
Mariquita Guido	-	ECopy Corporation
Shellane Cordero	-	ECopy Corporation

Joey Francisco	-	Otus Copy Systems, Inc.
Jenefer Orbaña	-	Photopro Trading & General Merchandise, Co.
Zandino Lapwa	-	Zan BT Industries, Inc.

CALL TO ORDER:

The Head Secretariat read the attendance of the BAC Members, TWG Members and Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 10:11 a.m.

HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Pre-Bid Conference for the following projects: a.1) Maintenance Services for Enterprise Storage Array and Related Equipment; a.2) Procurement of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports; a.3) Procurement for the Supply, Delivery and Assembly of Twenty Two (22) Units of Mobile Shower Rooms for the Port Management Offices; a.4) Lease and Maintenance of Photocopying Machines; and a.4) Procurement of Forty (40) Units Automated External Defibrillator (AED); and b) Bid Evaluation Report for the Procurement of IT Resources .
2. Pre-Bid Conference for the following projects:
 - 2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
 - 2.1.1 Maintenance Services for Enterprise Storage Array and Related Equipment
 - 2.1.1.1 There were no verbal/written queries from the prospective bidders.
 - 2.1.2 Procurement of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports
 - 2.1.2.1 There were no verbal/written queries from the prospective bidders.
 - 2.1.3 Procurement for the Supply, Delivery and Assembly of Twenty Two (22) Units of Mobile Shower Rooms for the Port Management Offices
 - 2.1.3.1 The Head Secretariat informed the Committee that there were no prospective bidders yet for the project.
 - 2.1.4 Lease and Maintenance of Photocopying Machines

2.1.4.1 Upon opening the floor for inquiries and clarifications, Ms. Masangcay, representative of UBIX Corporation raised the following:

- a) The existing 75 copies per minute (cpm) was downgraded to 30 cpm. According to her, the existing cpm should be retained, considering that the idea of the bidding is to upgrade the machines and not to downgrade. Ms. Orlanda, representative of Canon Marketing Phils., Inc. agreed.

Ms. Daquioag justified that the 30 cpm is just a minimum requirement. She added that the service provider can still provide machines with higher capacity.

The Chairperson added that there are some RCs which reproduce lesser volume of copies. According to him, RCs which requires high-end machines which are capable of producing 75 cpm will still be provided.

- b) The required volume of copies was not indicated in the Terms of Reference (TOR). According to her, the volume will serve as the basis of computation of the bidders. Ms. Daquiaog explained that the cost per copy reproduction was based on a copy volume of 280,000 to set at 90 centavos for each copy. She added that since the copies per minute was downgraded, it is expected that the cost per copy will be lower.

Mr. Francisco, representative of Otus Copy Systems, Inc. commented that it is necessary to indicate the required volume of copies in order to align the computation with the total financial bid.

Ms. Cordero, representative of ECopy Corporation commented that a minimum volume as basis is acceptable. However, she manifested that there will be a problem if the bidder will be required to indicate the volume in the bid form, considering that the basis for the computation is the actual copies produced per month.

The Chairperson stated that all comments will be taken into consideration.

- c) The Authorized Distributor should be exclusive in order to assure that the parts of the machine like toner are all original.

Ms. Cordero, representative of ECopy Corporation agreed.

The Chairperson commented that it is the responsibility of the Management to ensure that the parts are all original. Further, he stated that there is a penalty clause in the contract in case the provider will be in default.

Mr. Francisco, representative of Otus Copy Systems, Inc. suggested to consider also authorized dealer and reseller since other manufacturer have dealers and resellers. The Chairperson stated that said matter will be taken into consideration.

2.1.4.2 Mr. Francisco, representative of Otus Copy Systems, Inc. asked whether the bidder has the option to choose either Phone-in help desk or Technician, to be stationed within the premises of the PPA Head Office, as part of the requirement for the Repairs and Maintenance. The Committee clarified that bidders should provide both Phone-in help desk and a Technician. A bid bulletin will be issued on the matter.

2.1.4.3 Ms. Orlanda, representative of Canon Marketing Phils., Inc. raised the following:

- a) Whether the machines to be delivered are brand new or refurbished. The Chairperson commented that the requirement for the age of the machines will be discussed first by the Committee together with the proponent.
- b) Whether the 280,000 volume is less the 2% spoilage, Ms. Daquiaog affirmed.
- c) What constitutes Delay (Unserviceable Photocopying Machine) to incur a liquidated damage in the amount of Php500. Ms. Daquiaog explained that the penalty will apply when a lapse of the 48-hour period from the time the reported problem per unserviceable machine per day.

2.1.5 Procurement of Forty (40) Units Automated External Defibrillator (AED)

2.1.5.1 Mr. Lapwa, representative of Zan BT Industries, Inc. asked what could be an alternative document for Mayor's Permit, considering that their office is still on the process of securing it. The Chairperson answered that an application form with attached official receipt can be submitted in lieu thereof.

2.2 The Head Secretariat reminded the prospective bidders of the schedule of submission and opening of bids for the above-mentioned projects.

3. Bid-Evaluation Report for the Procurement of IT Resources

3.1 Lot 1. OEM Branded Laptop Computers

- Ms. Rebong, TWG Member presented the bid-evaluation report. After a motion duly made and properly seconded, the recommendation of the TWG that Columbia Technologies, Inc. be declared as the Single Calculated Bidder in the amount of PhP4,964,400.00 was adopted by the Committee. The Chairperson instructed the TWG to conduct the post-qualification on Columbia Technologies, Inc.

3.2 Lot 2. Document Scanners w/Automatic Document Feeder

- Ms. Estilon, TWG Member presented the bid-evaluation report. After a motion duly made and properly seconded, the recommendation of the TWG that Columbia Technologies, Inc. be declared as the Lowest Calculated Bidder in the amount of PhP2,348,900.00 was adopted by the Committee. The Chairperson instructed the TWG to conduct the post-qualification on Columbia Technologies, Inc.

3.3 Lot 3. 80 Column 24-Pin DOT Matrix Printers

- Ms. Mendoza, TWG Member presented the bid-evaluation report. After a motion duly made and properly seconded, the recommendation of the TWG that Columbia Technologies, Inc. be declared as the Single Calculated Bidder in the amount of PhP2,579,850.00 was adopted by the Committee. The Chairperson instructed the TWG to conduct the post-qualification on Columbia Technologies, Inc.

3.4 Lot 5. Inkjet A3 Printers (Refillable Ink)

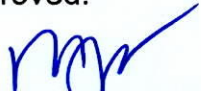
- Ms. Oliveros, TWG Member presented the bid-evaluation report. After a motion duly made and properly seconded, the recommendation of the TWG that Columbia Technologies, Inc. be declared as the Single Calculated Bidder in the amount of PhP1,605,650.00 was adopted by the Committee. The Chairperson instructed the TWG to conduct the post-qualification on Columbia Technologies, Inc.

4. There being no other matters to be discussed, the meeting adjourned at 11:10 a.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


MARK JON S. PALOMAR
Chairperson, BAC-PGCS