



OK

MINUTES OF BAC MEETING
HO-BAC-PGCS No. 054-2019

DATE : 06 December 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
Josephine M. Napiere	-	Regular Member
Jan Pearl F. Portugal	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member, End-User, ASD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant Head, Secretariat
Rogelyn G. Mendoza	-	Member, TWG
Janet P. Cayona	-	Member, Secretariat
Darlene V. Ambay	-	Member, Secretariat
Nympha Q. Daquiaog	-	ASD
Angeli Dela Paz	-	ASD

Contractors' Representatives:

Joey Francisco	-	Otus Copy Systems, Inc.
Shellane Cordero	-	E-Copy Corporations
Princess Calleja	-	E-Copy Corporations
Liezl Mejia	-	Copieronline Philippines, Inc.
Nane Gulane	-	Copieronline Philippines, 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 10:20 a.m.

HIGHLIGHTS:

1. The Chairperson presented the sole Agenda item which is the Pre-Bid Conference for the Lease and Maintenance of Photocopying Machines.
2. Pre-Bid Conference for the Lease and Maintenance of Photocopying Machines
 - 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.
 - 2.2 Upon opening the floor for inquiries and clarifications, Mr. Francisco, representative of Otus Copy Systems, Inc. raised the following:
 - a) The Certificate of Exclusive Distributor should be deleted. According to him, since the focus of public bidding is to attract prospective bidders, authorized reseller, partner or dealer should also be given the chance to join the bidding. Ms. Mejia, representative of Copieronline Philippines, Inc. agreed. The Chairperson stated that said matter will be taken into consideration and if necessary, a Bid Bulletin will be issued correspondingly.
 - b) Copier Printer/Color/Scanner – The slash between the word “color” and “scanner” should be deleted. He opined that the correct word as stated on the Terms of Reference (TOR) is “Colored Scanner”.
 - c) Speed – Each RCs consumption per volume should be determined. If the RC consumes below 3,000 copies per month, a xerox machine capable of 35 copies per minute is more than sufficient to cater the needs. He explained that higher investment cost will be incurred by the bidders if the machines are all high end, which is capable of 50 copies per minute.



The Chairperson inquired if there is no relationship between the speed of the photocopier and the average number of copies produced per month, other than the fact that higher investment cost is incurred by the high-end machines. Mr. Francisco affirmed. The Chairperson stated that said matter will be taken into consideration.
 - 2.3 The Head Secretariat reminded the prospective bidders of the schedule of submission and opening of bids for the Lease and Maintenance of Photocopying Machines.

3. There being no other matters to be discussed, the meeting adjourned at 10:35 a.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


 **MARK JON S. PALOMAR**
Chairperson, BAC-PGCS