

**MINUTES OF PRE-BID CONFERENCE**

**Name of Project / ABC :**

INVITATION TO BID NO.	ITEM DESCRIPTION	ABC Per Year (Php)
IB-2019-007	One (1) lot Rental of Five (5) units PHOTOCOPIER MACHINE for Three (3) Years	479,400.00
IB-2019-008	One (1) lot Rental One (1) unit DIGITAL DUPLICATOR MACHINE for Three (3) Years	94,276.00

**Date / Time** : November 16, 2018, 11:00 A.M.

**Venue** : Audio-Visual Room

<b>Present were:</b>		
Name	Designation	Signature
1. ODETH A. VILLEGAS	BAC Vice-Chairperson	Signed
2. NENA U. CALDEO, RN	BAC Member	Signed
3. CHARITO L. MAIQUEZ	BAC Member	Signed
4. SHEILA ANN D. MASANGKAY, MD	BAC Member	Signed
5. MA. ANABELLA RECIO	Alternate BAC Member	Signed
6. RICARDO BACTOL	Representative, Educational Media	Signed
7. ESTER L. REINOSO	TWG, Chairperson	Signed
8. MIRASOL C. BUSTAMANTE, RN	TWG, Vice-Chairperson	Signed
9. ELLEN D. TEVES	TWG, Member	Signed
10. MIRIAM ALICE D. CASTILLO	TWG, Member	Signed

**PROSPECTIVE BIDDERS:**

GRACE LEONOR - UBIX CORPORATION (*for Photocopier*)

**I. Business Matters:**

1. This Pre-bid Conference was called to order at 11:00 A.M. It was presided by the BAC Vice-Chairperson, Ms. Odeth A. Villegas and discussed by BAC Member, Ms. Caldeo;
2. Reading of the details of the following bidding documents for the above-mentioned project:
  - a) Section I. Invitation to Bid No. IB-2019-007 & 008
  - b) Section III. Bid Data Sheet

- This includes presentation and clear explanation of the eligibility, technical and financial requirements to be submitted by the bidder

c) Section V. Special Conditions of Contract

d) Section. VII. Technical Specifications and Terms of Reference

II. Noted comment/reaction from the representatives of the BAC, TWG and bidders.

<b>PARTICULAR / PCMC Requirement</b>	<b>Issues Raised by Prospective Bidders</b>	<b>BAC/End-user's Remarks/ Comments/ Reactions/ Explanation</b>
SECTION I. Invitation to Bid Approved Budget for the Contract	Is the ABC of 479,400.00 per year to be multiplied in three (3) years? Is the total budget for three (3) years is Php1,438,200.00?	Yes the contract is for three (3) years but the budget allocation is per year.
Cost of Bidding Documents	How much is the bidding documents?	Php500.00

III. Other Matters:

Emphasis on the following:

1. To install newly reconditioned machine every year with new toner, drum and developer upon delivery
2. All consumables and spare parts should be returned to supplier. PCMC to collect waste materials like empty containers of toner then the supplier to pull-out during delivery of supplies.

There having been no other remaining topics for discussion, the pre-bid conference adjourned at 11:10 A.M.

Prepared by:

Signed  
**JOAN DM. VENDIOLA**  
BAC Secretariat

Checked and Reviewed by:

Signed  
**ZENAIDA V. TALAGTAG**  
Head, BAC Secretariat