



## Philippine Economic Zone Authority

Bids and Awards Committee  
3<sup>rd</sup> Floor PNOB Building 3, Energy Center, Rizal Drive, BGC, Taguig  
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### MINUTES OF PRE-BID CONFERENCE

#### Present were:

<b>BAC Chairman:</b>	Tereso O. Panga
<b>BAC Vice-Chairman:</b>	Atty. Jessica Palisoc
<b>BAC Members:</b>	Alex Bartolome
<b>BAC Secretariat Members:</b>	Nilda T. Lumapak Tasneem C. AbdulRauf
<b>End-user representative:</b>	Kelvin Magilas Y. Itaas Senen N. Bautista

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The **Pre-Bid Conference** for the **Procurement of Multi-function Laser Printers (PEZA-HO-2019-05)**, held at PEZA, 5<sup>th</sup> floor, PNOB Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, was called to order at 3:00 p.m. on **12 April 2019**, and was presided by the BAC Vice-Chairman.

1. The BAC Vice-Chairman Atty. Palisoc, presiding the Pre-Bid Conference, introduced the present BAC members and BAC Secretariat, as well as the present COA Observer.
2. On the side of the interested suppliers, there were eight (8) representatives from six (6) printer suppliers. Meanwhile, the observer present during the pre-bid conference was John Paul C. Valdez from COA.
3. Among the questions raised by different printer suppliers are the following:
  - a) Regarding General Specifications indicated at page 58 of the Bidding Document, a supplier inquired if the Connectivity requirement needs to be built-in. The End-user affirmed that it needs to be built-in.
  - b) Regarding one of the "Class A" documents required which are indicated at page 16 of the Bidding Document, a supplier asked if the Statement of Single Largest Completed Contract (SLCC) can be an aggregate of previous contracts of a supplier with their various previous clients. **The BAC Vice-Chairman said that the SLCC should be a single largest completed contract and not aggregated.**
  - c) What are the Special Economic Zones (SEZs)? They are the end-users of this procurement for multi-function laser prints including satellite offices from the head office. Regarding delivery, the head office will be the one to deliver to satellite offices.
  - d) What is the arrangement for the warranty? Warranty will be on-site at PEZA Head Office.



- e. The End-User representative from MISD clarified that Item 1 is a multi-function laser printer and Item 2 is colored laser printer as specified in pages 57 and 58.
- f. Regarding the requirement on display panel: Color Touchscreen Control Panel found at page 59, the End-user confirmed that this is the required display.
- g. A supplier requested that the requirement regarding SLCC at page 36 to be adjusted from 3 years to 5 years. The technical specifications requires that "The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids." The BAC Vice Chair reiterated the completion within 3 years.
- h. Page 35 at row 5.4 cited firewall, but the End-user of MISD clarified that this should instead refer to multi-functional laser printer.
- i. A supplier requested that the printer specification regarding 6.0 seconds of first page out (minimum) will be changed to 6.4 seconds. Another request for change in the specification is regarding scanning requirements. The supplier suggested that the scanning quality requirement of "1200 x 1200 dpi" be reduced to 600 dpi. However, MISD, which is the concerned unit and through their end-user representative, will deliberate on this request of change in the specifications. If there will be changes, a Supplemental Bid Bulletin will be duly posted.
  - Per deliberation of the MISD, the End-user unit, they have decided that regarding to first page out of 6.0 seconds, they will change it to 6.4 seconds.
  - With regards to scan resolution, End-user unit will stick with the 1200x1200 dpi as having a higher resolution at the same price point will be more advantageous to the Agency. This will allow office employees to scan not just office documents, but high resolution photos as well.
- j. Regarding the scanning size, the End-user representative said that "dpi Flatbed: 216 x 297 mmADF: 216 x 355.6 mm25" will be followed which is the minimum size.
- k. Supplier requested for change in specifications of Processor Speed from 1.0 GHz to 800 MHz.
  - End user will not change this requirement as they prefer a higher processor speed than more RAM. This ensures faster print speeds. The End-user unit's market research showed that the specifications required will cater to the varying needs of the Agency's units and departments.
- l. Supplier requested to change Monthly duty cycle of 80,000 pages to Average monthly output.
  - End-user will not change this specification. These printers will be deployed to various PEZA offices that have varying printer output requirements. Based on our market research, having the highest monthly cycle for our budget will cater to the different needs of the Agency and thereby advantageous to PEZA. Also, PEZA values reliability and performance as printers are used well beyond the warranty period of 3 years. They agency has always used monthly duty cycle as one of its printer specifications. In the agency's years of experience, it is an indication of how reliable a printer will be.

4. The BAC Vice-Chairman reiterated that the address for **submission of bids** is at Philippine Economic Zone Authority, BAC Secretariat, 5/F, Bldg. 5, DOE-PNOC Complex, Rizal Drive, BGC, Taguig City.

Bids must be duly received by the BAC Secretariat at the said address on or before 11:00 a.m. 25 April 2019.

**Bid opening shall be on 25 April 2019, 3:00 p.m.** at the 5th Floor, Bldg. 5, DOE-PNOC Complex (Energy Center), Rizal Drive, Bonifacio Global City, Taguig. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

There having no other remaining topics for discussion, the Pre-Bid Conference was adjourned at 4:00 PM.



**TERESO O. RANGA**  
BAC Chairman *TR*

**ATTY. JESSICA PALISOC**  
BAC Vice-Chairman

*(on leave)*  
**ANITA C. ABAD**  
BAC Member

*(on official business)*  
**ENGR. FLORIANO D. SARMIENTA**  
BAC Member



**ALEX C. BARTOLOME**  
BAC Member