

AGENDA	KEY ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS/INSTRUCTIONS
<b>Pre-Bid Conference</b>		
<p>One Job Supply of Photocopying Machine Services to the NEDA Central Office Under a Three-Year Service Agreement</p>	<ol style="list-style-type: none"> <li>1. Two (2) prospective bidders participated in the Conference, namely:               <ol style="list-style-type: none"> <li>i. E-Copy Corporation; and</li> <li>ii. Otus Copy System, Inc.</li> </ol> </li> <li>2. The Chairperson acknowledged the presence of the following authorized representatives:               <p><i>End-User (EU) from the General Services Division-Administrative Staff</i></p> <ol style="list-style-type: none"> <li>i. Mr. Jose Renato T. Sasot II; and</li> <li>ii. Mr. Constantine R. Mayuga.</li> </ol> <p><i>E-Copy Corporation</i></p> <ol style="list-style-type: none"> <li>i. Ms. Mary Joyce G. Nagpacan</li> </ol> <p><i>Otus Copy System, Inc.</i></p> <ol style="list-style-type: none"> <li>i. Ms. Emelye Castro; and</li> <li>ii. Ms. Claire Joseph.</li> </ol> </li> <li>3. The following were the queries raised and clarifications made on the subject procurement:               <ol style="list-style-type: none"> <li>i. <u>Scope of Work and Job Specifications</u></li> </ol> </li> </ol>	<p>The NBAC-GIP instructed the Secretariat to prepare the bid bulletin containing the clarifications made in the pre-bid conference.</p>

	<p>Ms. Nagpacan asked whether her company can offer thirty (30) units of photocopying machines with different speed ranging from 35 to 55 print per minute, depending on the historical usage data of the staffs. The NBAC-GIP said that <b><u>all units</u></b> to be deployed should have a minimum speed of 55 prints per minute.</p> <p>Ms. Joseph queried whether NEDA would allow the bidder to offer a photocopying machine unit that has color printing capability. The NBAC-GIP replied that it is acceptable as long as it has black printing capability, which is the minimum requirement.</p> <p><i>ii. <u>Technical Components of Bid</u></i></p> <p>Ms. Joseph asked whether it is required to submit any supporting documents for the statement of all on-going contracts. The NBAC-GIP responded that the bidder may indicate all its on-going contracts. These will be validated by the Technical Working Group (TWG) during the post-qualification stage. However, listed Single Largest Completed Contracts (SLCCs) should be correspondingly accompanied by any of the following documents:</p> <ul style="list-style-type: none"> <li>i. Copy of End User's Acceptance;</li> <li>ii. Official Receipts; and</li> <li>iii. Sales Invoice.</li> </ul> <p><i>iii. <u>General and Special Conditions of the Contract</u></i></p> <p>The Secretariat asked the NBAC-GIP whether it would impose a warranty security to the winning bidder. The Secretariat added that the warranty security shall be in the form of either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank</p>	
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	<p>guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total Contract Price, in order to assure that manufacturing defects shall be corrected by the supplier. The Chairperson asked whether the warranty security is applicable on the nature of this procurement. The Secretariat suggested that one percent (1%) spoilage fee instead of the warranty security be required.</p> <p>Moreover, the Chairperson asked for the basis of the computation for the performance security, since the bid will be in price per copy. The Secretariat responded that the basis of computation for the performance security is the Approved Budget for the Contract (ABC) of One Million Six Hundred Thousand Pesos (PhP1,600,000.00). The Chairperson recommended that an inquiry be made with the GPPB with regard to imposing a warranty security on this nature of procurement, and the basis of computation for the performance security.</p> <p>4. There being no more questions, the Secretariat discussed the following reminders to the prospective proponents/bidders:</p> <ul style="list-style-type: none"> <li>• Bid Security shall be in any of the following: <ul style="list-style-type: none"> <li>a. <b><u>Bid Securing Declaration</u></b> – should be notarized with government-issued ID (<i>Note: CTC is no longer accepted as a competent evidence of identity</i>); or</li> <li>b. <b><u>Cash, cashier's/manager's check, bank draft/guarantee/irrevocable letter of credit</u></b> – 2% of ABC; or</li> <li>c. <b><u>Surety Bond</u></b> – 5% of ABC</li> </ul> </li> <li>• Use up to date forms (follow the format of the forms included in the bidding documents) and ensure that these</li> </ul>	
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	<p>are properly notarized (e.g., Omnibus Sworn Statement, Bid Securing Declaration)</p> <ul style="list-style-type: none"> <li>a. Person who sworn in the Omnibus Sworn Statement should be consistent with the authorized person in the Secretary's Certificate.</li> <li>b. All Bid Documents should be signed/executed by the person authorized in the Secretary's Certificate.</li> <li>c. In case the person authorized in the Secretary's Certificate delegates his/her authority, the same should be specified in the Secretary's Certificate.</li> </ul> <ul style="list-style-type: none"> <li>• Only Bidders who have paid the non-refundable participation fee not later than the deadline for submission of bids shall qualify to bid; and</li> <li>• Deadline for submission of bids – <b>21 May 2019, 10:00 A.M.</b> Observe timeliness; 1 minute late is strictly considered LATE.</li> </ul>	
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