

REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman  
Quezon City

**BIDS AND AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE

PROCUREMENT OF TONER-CANON CARTRIDGE 324 II

OCTOBER 3, 2019 (THURSDAY)-2:30 P.M., GREEN ROOM 12<sup>TH</sup> FLOOR SSS MAIN OFFICE

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Present

BAC I Members:

ERNESTO D. FRANCISCO, JR.  
BOOBIE ANGELA A. OCAY  
JOSELITO A. VIVIT  
NEIL F. HERNAEZ  
CRISTINA A. BACALLA

BAC Secretariat:

ROSALYN AZUL-CONDAT  
IRENE A. NEIZ  
JULINA ROSE DL. DE OCAMPO

TWG Representative:

NIXON D. DIMAPASOC

Participating Bidders:

CANON PHILS.	- Melvin E. Espino Carlos Villamor
ADECS INT'L CORP	- Sean So
ASDI	- Kaye Ebojo
ABLAZE MKTG.	- Rachele Ablay
LINK NETWORK SOLUTIONS	- Janine Concepcion
DOÑA ALEJANDRA	

1. The Pre-Bid Conference was called to order at 3:00 P.M.
2. The published Approved Budget for the Contract is P6,431,520.00.
3. The following observers were invited through BAC Notice dated 26 September 2019:
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trapo Movement of the Philippines, Inc.
  - 3.4 Philippine Chamber of Commerce and Industry (PCCI)
  - 3.5 Makati Business Club

However, none of them attended the activity.

4. Only Adecs International Corporation paid/secured the Bidding Documents at the time of the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the background, scope of work, and technical specifications of the project.

6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	Clarification regarding the requirement for Certification from Manufacturer/Distributor/Dealer.	To be clarified through Bid Bulletin.
6.2	A bidder submitted a letter request for clarification regarding the following: a) Reference to brand names b) Exclusion of other compatible brands	To be clarified through Bid Bulletin.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Eligibility and Technical Documents) and No.2 (Financial Proposal), and additional documents.

8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within non-extendible period of five (5) calendar days from receipt of BAC Notice:

- a) 2018 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period January to June 2019;
- c) SEC/DTI Registration;
- d) 2019 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2018 Audited Financial Statements filed through EFPS.

9. The BAC Secretariat also presented the schedule of the following activities:


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| 9.1 Deadline of Written Queries                                   | : Friday, 04 October, 2019   |
| 9.2 Issuance of Bid Bulletin                                      | : Wednesday, 09 October 2019   |
| 9.3 Submission and Opening of<br>Technical and Financial Proposal | : Thursday, 17 October, 2019 at<br>2:00 P.M. at the Bidding Room<br>(formerly CDPRD Computer Room),<br>2nd Floor, SSS Main Building, East<br>Avenue, Diliman, Quezon City. Late<br>submission shall not be accepted. |

Time Finished: 3:21 P.M.

Prepared by:

  
JULINA ROSE D.L. DE OCAMPO  
Staff, BAC Secretariat

Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by

NIXON D. DDMAPASOC  
TWG Chairperson

Approved by:

  
ERNESTO D. FRANCISCO, JR.  
SVP and BAC I Chairperson