



**Republic of the Philippines**  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**GSIS Headquarters, Financial Center, Pasay City**

**MINUTES OF PRE-BID CONFERENCE**

02 July 2020, 9:00 AM via ZOOM

**Project Name : Various Toner Cartridge for Epson Workforce Printers**

**ABC : Php7,338,900.00**

**Present were:**

**GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER II)**

SVP Salvacion P. Mate	Chairperson
VP Jonathan C. Pineda	Vice-Chairperson
Mgr. Jesus V. Beringuela, Jr.	Member
Atty. Alexei P. Cardenas	Member
Mgr. Glenn Vladimir C. Valmores	Member

**END USER/TWG**

Ms. Lucille Q. Cruzat	MMD-EUU
Mr. Susano M. Baino, Jr.	EUU
Atty. Allan Dexter P. Macaraig	TWG-Member
Mr. Dexter B. Columna	TWG-Member

**OBSERVER**

Mr. Raymond M. Valles	IASO
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*(Note: Notice of Meeting was sent to Internal Audit Services Office, Commission of Audit, Department of Trade and Industry, Philippine Chamber of Commerce and Industry and the Makati Business.)*

**GBAC SECRETARIAT**

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Michael S. Mercado	Member

**BIDDERS**

Ms. Janine Concepcion	Link Network Solutions, Inc.
Mr. Berlin Mendoza, Jr.	Columbia Technologies, Inc.
Mr. Jason Ivan Co	Doña Alejandra, Inc.
Mr. Benigno Emilio Ramirez	

The Pre-Bid Conference for the procurement of **Various Toner Cartridge for Epson Workforce Printers**, with an ABC of Seven Million Three Hundred Thirty-Eight Thousand Nine Hundred Pesos (Php7,338,900.00), was held on 02 July 2020 at 9:00 AM and was presided by SVP Salvacion P. Mate, Chairperson, GSIS Bids and Awards Committee for Goods, Services and Consultancy (GBAC), Cluster II.

## **I. Business Matters:**

1. Discussion on the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;
2. Discussion on the Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the Project; and
3. Presentation on proper sealing and marking of bids in accordance with the Instructions to Bidders of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

## **II. Discussions**

- The GBAC Secretariat (Secretariat) noted that there is a quorum to proceed with the business and acknowledged the members of GBAC Cluster II, Technical Working Group (TWG), End-User Unit (EUU) representatives and the Observer.

### ***Interested Bidders***

- There were three (3) interested bidders present, namely: 1) Link Network Solutions, Inc. (LNSI); 2) Columbia Technologies, Inc. (CYI); and 3) Doña Alejandra, Inc. (DAI). None of the interested bidders had purchased the bidding documents (BDS) for the project.
- Pursuant to the Section 22.3 of the 2016 Revised IRR of RA 9184, “The Pre-Bid Conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the interested bidders and is open to interested bidders”. Hence, the GBAC allowed all bidders to raise questions regarding the project.

### ***Presentation of the Eligibility/Technical and Financial components of the Bid as well as Post-Qualification documents***

- The Secretariat presented the checklist of requirements and discussed every requirement comprising the technical and financial components of the bid.
- Thereafter, the Secretariat presented the checklist of the required post-qualification documents for the project that must be submitted within five (5) calendar days from receipt of notice from the GBAC that the bidder has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB).

### ***Schedule of Requirements, Technical Specifications of the Project, Schedule of Submission and Opening of Bids, Sealing and Marking of Bids***

- a) On the query if the printers were brand new and under warranty with Epson, the EUU representative replied that printers were existing equipment and some are under warranty with the authorized dealer/reseller and some which were out of warranty were under maintenance. All printers were in good working condition.

- b) On the comment that reference to brand name shall be allowed, the member of the TWG replied that Section 18 of RA 9184, states that, “Reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment”.
  - c) On the allegation that GSIS is pre-qualifying and limiting participants to public bidding by requiring certification that bidders should be authorized dealers/reseller of Epson toners, the GBAC replied that GSIS sets the technical specifications according to its requirement. The requirement of being an authorized dealer/reseller will give GSIS assurance that it is buying authentic Epson toners and to be assured that performance and functionality of equipment will not be compromised. Further, there were lots of authorized dealers/resellers of Epson and GSIS cannot enter into Direct Contracting.
  - d) On the required product warranty of two (2) years. Interested bidder requested to reduce the warranty period to three (3) or six (6) months considering that toners are consumable items. The EUU clarified that a two (2) year warranty was required because the toners after delivery will not be used all at the same time considering the quantity GSIS is procuring. The EUU added that in the past, after the six (6) months warranty, some toners when opened were already spoiled.
  - e) The request of interested bidder to change the delivery schedule to 90 or 60 calendar days was denied due to the urgent need of GSIS Branches for toner cartridge. The forty-five (45) calendar days delivery period is maintained.
- Interested bidders were reminded of the following:
    - a) After the Pre-Bid Conference, bidders that purchased the BDS can still send additional queries addressed to the GBAC through the GBAC Secretariat through facsimile or email until Monday, 06 July 2020.

Any amendment to the Bidding Documents will be done through the issuance of Bid Bulletin which will be posted in the PhilGeps and GSIS Websites.

- b) Submission of bid proposals shall be on/or before 16 July 2020 not later than 9:00 AM. Opening of bids shall follow at 9:30AM. Late bids shall be rejected.
- The proper sealing and marking of bid envelopes was presented by the Secretariat.

While Section 25.9 of the 2016 Revised RIRR allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.

The Secretariat clarified that unsealed or unmarked bid envelopes shall be rejected. The BAC shall not assume no responsibility for the misplacement of the content of improperly sealed or improperly marked bid or for its premature opening.

There being no other clarifications to discuss, the conference was adjourned.

**Prepared by:**

*(Original Signed)*  
**MICHAEL S. MERCADO**  
*Member, GBAC Secretariat*

**Reviewed by:**

*(Original Signed)*  
**VIRGINIA J. NICOLAS**  
*Senior Project Coordinator*

**Certified Correct:**

*(Original Signed)*  
**SVP SALVACION P. MATE**  
*Chairperson, GBAC for Goods,  
Services & Consultancy (Cluster II)*  
*Date Signed: \_\_\_\_\_*