



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF MEETING**

07 December 2020 (Monday) 02:00 P.M.

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2VkJk4NmMtZTZkYS00ZDQyLTgzNDgtMTMONDkzYmRjYjgw%40thread.v2/0?context=%7b%22id%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

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Subject Matter : Pre-Bid Conference
Project : *Supply and Delivery of Multi-Function Printers for Photocopying, Printing and Scanning Services*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2020-50

Attendees:

1. BAC Members, Technical Working Group, and BAC Secretariat:

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Kent Fred B. Latorre	Member, TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Cherry Lynn S. Gonzales ¹	Member, BAC Secretariat
Primabelle S. Gobantes	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosalyn T. Flores	BAC Support

2. End-User:

Name	Position
Roselle Guintu	Finance and Administrative Service - General Services Division (FAS-GSD)

¹ Also as representative of the end-user, Finance and Administrative Service -General Service Division (FAS-GSD)

3. Prospective Bidder:

Name	Company
Aldwin Tomagan	Quartz Business Products Corporation (QUARTZ)
Paul Caringal	Otus Copy Systems Inc. (OTUS)
Reimar Fortuna	Ubix Corporation (UBIX)
Brandon Javier	Ubix Corporation (UBIX)

I. Call to Order

The Pre-Bid Conference for the *Procurement of Supply and Delivery of Multi-Function Printers for Photocopying, Printing and Scanning Services* with an Approved Budget for the Contract (ABC) of Five Million Four Hundred Sixty Thousand Pesos (PhP5,460,000.00), was called to order at fourteen minutes past two o'clock in the afternoon (02:14 P.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat Chairperson, Atty. Arjay Louie Eu B. Cuanan, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, and BAC Members Dr. August Anthony N. Balute and Atty. Marina C. Bugayong.

After having established the required quorum, BAC Secretariat Chairperson Cuanan likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat and support staff, as well as the representatives from the end-user and prospective bidders. Invitations to observe the Pre-Bid Conference were sent to Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

III. Proceedings

The BAC Chairperson briefly went over the salient features of the Terms of Reference (TOR) of the project as shown on the screen such as the following: a) contract period; b) approved budget for the contract (ABC); and c) general scope of services and responsibilities of the service provider.

BAC Chairperson Barrozo clarified at the onset that Section II(8) (Additional Requirements) of the TOR regarding the capacity of the cartridge - at least 40,000 pages for the monochrome multi-function printer and at least 9,500 pages for the color multi-function printer - actually refers to multi-function printers since what the ERC is leasing are multi-function printers, not single function printers.

IV. Question and Answer

1. Mr. Aldwin Tomagan from QUARTZ asked for a clarification since Item II (b) of the TOR stated “Memory 1GB minimum or higher” while in the Purchase Request (PR) Form stated “Memory 4GB minimum or higher”. He also asked if they could offer a printer with a minimum memory of 4GB. He explained that there might be bidders who will offer 1GB memory capacity which might affect the efficiency and productivity of the agency.
 - Ms. Roselle Guintu from FAS confirmed that the 1GB as indicated in the TOR is correct.
 - BAC Chairperson Barrozo clarified from Mr. Tomagan as to how the prospective bidder was able to get hold of the PR form since what were posted by the BAC through its Secretariat are only the TOR and the bidding documents.
 - After further clarification, Mr. Tomagan manifested that the TOR he was referring to is not the current TOR and that it actually refers to the previous procurement of the ERC.
 - Ms. Guintu stated that they are amenable with 4GB memory or higher.
 - BAC Chairperson Barrozo stated that the TOR provides that the memory is at least 1GB or higher. She then verified with Ms. Guinto if the ERC fully utilizes the 4GB memory of the printer.

- Ms. Guintu answered that she will confirm if the ERC fully utilizes the 4GB memory of the printer.
2. Mr. Tomagan asked whether it is possible to relax the “brand-new” requirement to “non-brand-new” for the A3 size machine. He explained that the reason for the said request is because, being the current contractor, they were able to identify that the A3 machine which was delivered to the ERC last 2019 was not actually fully utilized. He added that the ideal usage of the said printer ranges around eighty thousand pages (80,000) per month and that based on reading from the period of December 2019 to November 2020, the ERC utilizes only an average of three thousand (3,000) pages per month for monochromatic (mono) and four thousand (4,000) pages per month for colored.
- Ms. Guintu asked Mr. Tomagan if there is actual data that will show that the A3 printer was not fully utilized. She added that the Regulatory Operations Service (ROS) was the one who actually requested for the A3 printer.
 - BAC Secretariat Member Cherry Lynn S. Gonzales, also a representative of FAS, answered that they are open to an A3 size printer “at least manufactured in 2019”.
 - Ms. Guintu opined that suppliers may not be able to provide a printer “manufactured in 2019” since the printers that were utilized by the ERC in 2019 were in fact manufactured in 2018. She added that there is a difference between the date of manufacture of the machine and the date of delivery or whether it is brand new.
 - Mr. Tomagan explained that the size of A3 is twice that of an A4. He added that the A3 printer they previously deployed to the ERC was underutilized even if they multiply the prints per month.
 - BAC Chairperson Barrozo stated that the TOR provides for the minimum requirements. The Prospective bidder can actually provide a better offer if they would want to.
 - Mr. Tomagan expressed that they are amenable to supplying 2019 manufactured A3 printer.

3. Mr. Paul Caringal from OTUS asked if, similar to the A3 printer, they could offer “Non-Brand New” units for the remaining seven (7) units for the color printers. He explained that the investment for an A3 printer is three times (3x) higher compared to A4 and legal size.
 - Ms. Gonzales asked Mr. Caringal if the printer that they will offer can print A4 and A5.
 - Mr. Caringal answered in the affirmative. The printer can print universal sizes which are actually from A3 to A5 range.
 - Ms. Gonzales manifested that what the ERC actually requires are brand new printers as indicated in the TOR and asked what assurance can be provided to the ERC regarding the quality and reliability of the printers.
 - BAC Chairperson Barrozo added that the reason why the specifications for the one (1) unit color A3 printer was relaxed to allow for a “Non-Brand New” printer is because the ERC has not fully utilized such printer in the past.
4. Mr. Caringal requested to ease the specification “With Minimum 1.5Ghz processor or higher” of the TOR² to 1Ghz. He also requested if they can amend the words “or higher” to “equivalent”. He pointed out that the TOR did not actually mention whether it is dual core or single core for the color printer, unlike for the mono printer which is dual core. He explained that the same speed can be met using an equivalent, and a 1.0 Ghz dual core processor is faster than a single core 1.5 Ghz. He further requested if the BAC could ease the scan speed requirement: “Duplex up to 60 ipm/Simplex: up to 40 ipm” to “53ipm” since their brand can only offer up to 53ipm maximum. Lastly, he asked if the number eight (8) requirement³ in the additional requirements in the TOR may be omitted considering that the ERC is not purchasing the toner cartridges but will be provided by the supplier .
 - BAC Chairperson Barrozo clarified if what Mr. Caringal was asking is whether it is possible for them to simply meet the 1.5Ghz processor requirement by an equivalent. She nonetheless pointed out that the words “or higher” cannot be deleted because other suppliers may offer a higher processor.

² II TECHNICAL SPECIFICATIONS a.

³ Supplier must have optional high-capacity toner cartridge with at least 40,000 pages for the Single Function Printer, and at least 9,500 pages for Color MFP

- Ms. Gonzales answered Mr. Caringal in the negative and strongly manifested that the ERC already utilizes printers with 1.5Ghz processor. Changing the TOR to 1Ghz would amount to a downgrade.
- Ms. Roselle likewise answered in the negative and expressed that the TOR should remain as is. She manifested that the TOR for the current procurement project was already implemented in 2019 and a deviation from the TOR is a downgrade and will not benefit the ERC.
- Mr. Reimar Fortuna from UBIX answered that they share the same sentiments with OTUS regarding the toner cartridge capacity.
- BAC Chairperson Barrozo asked OTUS and UBIX regarding the capacity of their printers in relation to the toner cartridge capacity.
- Mr. Caringal answered that their printer's toner cartridge capacity for the monochromatic (MONO) is twenty-five thousand (25,000) pages, and sixteen thousand pages (16,000) for A3 colored and five thousand (5,000) or six thousand (6,000) pages for A4 colored.
- Mr. Fortuna answered that they have a different model which have a toner cartridge capacity of twenty-three thousand (23,000) to twenty-six thousand (26,000) pages for MONO, and eight thousand (8,000) to fifteen thousand (15,000) pages for colored machines (all A3).
- Ms. Guintu and Ms. Gonzales stated that they are amenable to reducing the requirement from forty thousand (40,000) pages to twenty-five thousand (25,000) pages for MONO. Ms. Gonzales emphasized that the bidder should submit its best offer.
- Mr. Fortuna asked if it can be further reduced to twenty thousand (20,000) pages for MONO.
- BAC Chairperson Barrozo noted that the toners for the printers will have to be constantly replenished if the toner capacity will be further reduced to twenty thousand (20,000) pages.
- Mr. Fortuna manifested that it is easy to replenish the toners and they could offer more toners as back-up.

- Mr. Caringal manifested that the reduction as to the yield of the toners is actually more beneficial for the ERC since they can conduct more preventive maintenance. He added that if the BAC retains the specifications as indicated in TOR for the MONO, the preventive maintenance would only be conducted quarterly.
 - The BAC took note of the manifestations and stated that it will issue appropriate bid bulletins, if necessary.
5. Mr. Paul Caringal cited Item II (b) of the TOR and manifested that there is a discrepancy in the scan speed vis-à-vis print speed for the mono multi-function printers considering that both speed must be the same since it utilizes the same mechanical parts. He asked what is the specific requirement of the ERC regarding the print speed and scan speed – 47PPM or 35PPM?
- Ms. Gonzales asked the BAC if she can consult with the technical group from the Planning and Public Information Service (PPIS) since the matter is too technical for her to address.
 - Mr. Caringal requested to change the print speed from “47PPM” to “45PPM” for the mono multi-function printers.
6. Mr. Caringal also asked the number of trays of the printer since the TOR is silent.
- BAC Chairperson Barrozo asked what options are available for the tray.
 - Mr. Caringal answered that they can offer a printer with four (4) trays with five hundred (500) sheets paper capacity for each tray.
 - Mr. Kent Fred B. Latorre from the BAC TWG commented that he understands the concerns of the prospective bidders given that the printing and scanning functions of the printers actually utilizes the same mechanism. However, the specifications being proposed by the prospective bidders seems to be a downgrade of the requirements of the end-user, as indicated in the TOR.
 - Ms. Gonzales asked the prospective bidders if the multi-function printer utilizes a single passageway.

- Mr. Caringal answered in the affirmative.
 - Ms. Gonzales asked the prospective bidders if they are amenable to “47PPM” print and scan speed for Item II(b).
 - Ms. Caringal answered that they can meet the 45PPM for the mono and they can meet the 40 PPM for the colored.
7. Mr. Caringal requested to extend the delivery period from fifteen (15) days to sixty (60) days due to COVID-19 restrictions.
- The BAC took note of the question and will issue appropriate bid bulletins if necessary.
8. Mr. Fortuna asked the BAC to relax the provision under Item II(b)(Additional Requirements)(3) on the additional requirements which states that “All units can manage up to 2000 local users” to “1000 local users”.
- Ms. Gonzales manifested her preference to stick to the 2,000 local users requirement mentioned in the TOR.
 - Mr. Brandon Javier for UBIX explained that the reason why they are requesting for the relaxation of the requirement is because they want to join the bidding.
 - BAC Chairperson Barrozo asked Mr. Javier regarding the implication on the performance of the machines if the number of local users will be reduced from 2,000 to 1,000.
 - Mr. Javier answered that said reduction will not affect the performance of the multi-function printers.
 - Mr. Caringal manifested that they also share the same sentiments with UBIX.
 - Ms. Gonzales requested for an additional time to address the issue after discussing with the technical group.

9. Mr. Fortuna asked for clarifications particularly on the process regarding the “capable of serverless follow-me-print” as indicated in Item II (b)(Additional Requirements)(2) of the TOR.
- Mr. Latorre explained that it is a serverless environment of the printer itself, meaning, it can stand alone and need not be connected in the server.
 - After further discussion, BAC Chairperson Barrozo asked the prospective bidders if there is such a thing as a “serverless follow-me-print” and asked if it is okay if the said feature will be retained.
 - Mr. Paul answered in the affirmative. He said that a follow-me-print feature is only optional and noted that there are limitations to such feature. A “serverless follow-me-print” is actually only up to ten (10).
 - Mr. Latorre manifested that the limitations can be addressed considering that only a few machines will need to be clustered per floor.
 - The BAC noted the manifestations from the prospective bidders regarding the limitations of the “serverless follow-me-print”.
10. Mr. Fortuna asked if they could supply all high-end A3 printers for mono which can print in all sizes. Likewise, he requested if the tray capacity under item II (b) could be amended from minimum “550 sheets” to “500 sheets” per tray.
- Ms. Gonzales answered that they are amenable to an offer that is better provided that there will be no additional cost on the part of the procuring entity.
 - Mr. Fortuna manifested that their printer has two (2) trays, each tray can load five hundred (500) sheets which is more beneficial than the one indicated in the TOR.
 - Mr. Caringal manifested that said issue is related to his earlier query regarding the tray capacity because the TOR did not mention how many trays per printer is required. He explained that for larger printers, the standard capacity of the trays is 500. The desktop or console size which is smaller are those that may be adjusted.

- Ms. Gonzales asked the prospective bidder whether if they will provide A3 printers, the tray capacity will be lower.
- Mr. Fortuna clarified that if A3 printers will be provided, there will be no reduction in the capacity but will actually be more beneficial since there can be two trays with 500 pages loaded per tray. That means there will be 1,000 pages already pre-loaded which is more convenient.
- Mr. Gonzales manifested that the matter will be discussed further with the technical working group.
- After further discussion, the BAC Chairperson said that all the manifestations, clarifications and requests raised by the prospective bidders are noted and that the BAC will issue the Bid Bulletin, if necessary, clarifying the final requirements of the end-user.

BAC Chairperson Barrozo reminded the prospective bidders regarding the deadline for the manual submission of bids at the ERC Main Office which is on 22 December 2020 at twelve noon (12:00 P.M.) as well as the opening of bids which is on the same day at three o'clock in the afternoon (3:00 P.M.).

The BAC Chairperson reminded the prospective bidders to submit one (1) original and one (1) copy of their bids. She likewise reiterated the request of the BAC to bring the originals of the documents during the scheduled bid opening for comparison.

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty-four minutes past four o'clock in the afternoon (04:34 P.M.).

Approved By:

HEIDDI VENECIA R. BARROZO
BAC Chairperson

(TOOK NO PART)
SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

AUGUST ANTHONY N. BALUTE
BAC Member

(TOOK NO PART)
JOSE ROMULO L. CASTRO †
BAC Member

ATTESTED BY:



ARJAY LOUIE EU B. CUANAN
Chairperson, BAC Secretariat