



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>

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## **CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

### **MINUTES OF THE MEETING** **Pre-Bidding Conference for the Procurement of Inks and Toners** **September 25, 2018, 1:30 p.m.** **8th Floor, DILG-NAPOLCOM Center**

#### **PRESENT:**

- |   |   |                             |
|---|---|-----------------------------|
| 1. ASEC. RICOJUDGE JANVIER M. ECHIVERRI | - | Chairperson, COBAC          |
| 2. ATTY. JENA J. JAVAREZ                | - | Vice Chairperson, COBAC     |
| 3. DIR. LOIDA S. LINSON                 | - | Member, COBAC               |
| 4. DIR. VIVIAN P. SUANSING              | - | Member, COBAC               |
| 5. ATTY. ROSE SHAYNE T. DUAZO           | - | Member, TWG-G&S             |
| 6. MS. BEATRIZ Z. QUIAMBAO              | - | Member, TWG-G&S             |
| 7. MS. MARY KATHLEEN P. SARMIENTO       | - | Member, TWG-G&S             |
| 8. ENGR. REY L. NEO                     | - | Member, TWG-G&S             |
| 9. MS. DORIS G. LABOG                   | - | Member, BAC Secretariat     |
| 10. MR. ROLDAN P. PINEDA                | - | Member, BAC Secretariat     |
| 11. MR. RONALDO DG. REYES               | - | Member, BAC Secretariat     |
| 12. MS. MURIEL T. AUTENCIO              | - | Member, BAC Secretariat     |
| 13. MS. LAURENE ASHLEY S. QUIROS        | - | Member, BAC Secretariat     |
| 14. MS. FAE LOISE M. SALOSAGCOL         | - | JO, BAC Secretariat Section |
| 15. MS. FAYE MICHELLE B. MARAGGUN       | - | JO, BAC Secretariat Section |
| 16. MR. BERNARDINO S. ALINDOGAN         | - | Observer, PPVR              |

#### **BIDDERS:**

- |                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| 1. INTEGRATED COMPUTER SYSTEMS, INC. | - | represented by Ms. Jamine Martin    |
| 2. BUSINESS MACHINES CORPORATION     | - | represented by Ms. Jearelyn Asiaten |
| 3. DOÑA ALEJANDRA, INC.              | - | represented by Mr. Patrick V. Ramos |

#### **I. CALL TO ORDER:**

Assistant Secretary Ricojude Janvier M. Echiverri, Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 2:07 in the afternoon upon confirmation from the COBAC Secretariat that there was a quorum for the Pre-Bidding Conference for the Procurement of Inks and Toners.

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## II. AGENDA:

Pre-Bidding Conference for the Procurement of Inks and Toners with an Approved Budget for the Contract (ABC) of Nine Hundred Forty-Two Thousand, Seven Hundred Eighty-Six Pesos (Php 942,786.00).

## III. BUSINESS MATTERS:

ASec. Echiverri acknowledged the presence of the bidders, the COBAC Members, the Technical Working Group for Goods and Services (TWG-G&S) Members, the COBAC Secretariat, and the Observer from the People Power Volunteers for Reform (PPVR).

After acknowledging the Body, ASec. Echiverri stated that the purpose of the Pre-Bidding Conference is to clarify any concerns regarding the procurement at hand. He asked Ms. Doris G. Labog, Member of the COBAC Secretariat, to introduce the procurement project to the Body.

Ms. Labog announced the details of the procurement project, such as the title of the project, the Eligibility Requirements, and the Technical Specifications to be presented by the COBAC Secretariat. She then opened the floor to Mr. Roldan P. Pineda, Member of the COBAC Secretariat, for the presentation of the Eligibility Requirements, Technical Specifications, and some important reminders to the bidders.

Mr. Pineda discussed with the Body the Eligibility Requirements and Technical Specifications of the project, comprised of the Legal, Financial, and Technical documents as listed in the Bidding Documents.

ASec. Echiverri asked the bidders if they have questions. Ms. Jamine Martin, representative of Integrated Computer Systems, Inc., asked if the Omnibus Sworn Statement encompasses per brand/item of the Inks and Toners or for the whole bid.

Mr. Pineda answered that a duly accomplished and notarized Sworn Statement encompasses the whole bid, while the Manufacturer's Certificate must be provided per brand.

ASec. Echiverri asked the Body if there are further concerns.

Ms. Labog reminded the Bidders to buy Bid Documents.

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
**IV. ADJOURNMENT:**

Having no other business to discuss, the Body adjourned the meeting at 2:24 in the afternoon.

Prepared by:

  
 for: **DORIS G. LABOG**  
 Member, COBAC Secretariat

Noted by:

  
**MS. ELNORA A. VELASCO**  
 Head, COBAC Secretariat 

**ASEC. RICOJUDGE JANVIER M. ECHIVERRI**  
 Chairperson, COBAC

By:

  
**ATTY. JENA J. JAVAREZ**  
 Vice Chairperson, COBAC

AS;GSD:BacSec  
 JJJ:EAV:CSC:DGL: 

Pre-Bidding Conference for the Procurement of Inks and Toners  
 September 25, 2018, 1:30 p.m.  
 8th Floor, DILG-NAPOLCOM Center