



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 (COBAC)

MINUTES OF THE MEETING

Pre-Bidding Conference for the Procurement of Inks and Toners for FY 2019
November 13, 2018 –1:30 p.m.
27th Floor, DILG-NAPOLCOM Center

PRESENT:

- | | | |
|-----------------------------------|---|-----------------------------|
| 1. ATTY. JENA J. JAVAREZ | - | Vice-Chairperson, COBAC |
| 2. DIR. LOIDA S. LINSON | - | Member, COBAC |
| 3. DIR. VIVIAN P. SUANSING | - | Member, COBAC |
| 4. DIR. KARL CAESAR R. RIMANDO | - | Member, COBAC |
| 5. ATTY. CYNTHIA L. PULIDO | - | Member, COBAC |
| 6. MS. BEATRIZ Z. QUIAMBAO | - | Member, COBAC TWG |
| 7. MARY KATHLEEN P. SARMIENTO | - | Member, COBAC TWG |
| 8. DR. CARINA S. CRUZ | - | Member, BAC Secretariat |
| 9. MS. LESLIE B. CAÑAFRANCA | - | Member, BAC Secretariat |
| 10. MS. DORIS G. LABOG | - | Member, BAC Secretariat |
| 11. MS. MURIEL T. AUTENCIO | - | Member, BAC Secretariat |
| 12. MS. IRISH M. COMONION | - | Member, BAC Secretariat |
| 13. MS. LAURENE ASHLEY S. QUIROS | - | Member, BAC Secretariat |
| 14. MS. FAE LOISE M. SALOSAGCOL | - | BAC Secretariat Section |
| 15. MS. FAYE MICHELLE B. MARAGGUN | - | J.O.BAC Secretariat Section |
| 16. MS. SUSAN GUIDO | - | Observer, PPVR |

PROSPECTIVE BIDDERS:

- | | | |
|-------------------------|---|----------------------------|
| 1. MR. PATRICK V. RAMOS | - | DOÑA ALEJANDRA, INC. |
| 2. MS. RONA SOMBRIA | - | E-PARTNERS SOLUTIONS, INC. |

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I. CALL TO ORDER

Atty. Jena J. Javarez, Vice-Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 2:00 in the afternoon upon the confirmation that there was quorum to proceed with the Pre-Bidding Conference of Inks and Toners for FY 2019.

II. AGENDA:

Pre-Bidding Conference for the Procurement of Inks and Toners for FY 2019 with the Approved Budget for the Contract of Nine Hundred Forty Nine Thousand One Hundred Fourty Two Pesos and Twenty Centavos (Php 949, 142.20)

III. BUSINESS MATTERS:

Atty. Javarez, acknowledged the presence of the COBAC members, Technical Working Group (TWG) for Goods & Services and the BAC Secretariat. He also recognized the presence of all the bidders for the said procurement.

Ms. Doris G. Labog, member of the BAC Secretariat, discussed the Reminders to bidders. She then told the bidders that the project will be awarded as one lot however the Approved Budget for the Contract (ABC) per line item must be within the item's ABC.

Ms. Labog informed the body that Doña Alejandra submitted a letter with their question. She proceeded to read the letter of Doña Alejandra regarding their request to have a copy of the minutes of the meeting.

Dr. Carina S. Cruz, Member of the BAC Secretariat informed the bidders that the minutes of the Pre-Bidding Conference is posted in the DILG Website 5 calendar days after this meeting and that it can be downloaded for free.

Ms. Labog read items/issues for clarification submitted of Doña Alejandra inquiring whether or not bidders are limited to resellers/distributors of HP, Samsung and Brother and if bidders carrying other brand names can join the procurement. Further they are also asking if it is mandatory that bidders possess all manufacturer's certificate from all the brands in the technical specifications.

Atty. Javarez told the body that the since these inks and toners will be used for the existing fleet of printers in the Department, the inks and toners must be the same brand as the printer. She said that this is in accordance with Section 18 of RA 9184.

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Mr. Patrick V. Ramos, explained that their company is using compatible inks and toners manufactured by Xiamen Kreyoli and that they can submit a certification stating that Xiamen Kreyoli inks and toners are compatible with the brands aforementioned in the technical specifications. Further he stated that they are supplying said inks and toners to a number of Government Agencies. On the issue of warranty, he mentioned that their company can shoulder the warranty of the printers since HP/Brother etc. voids the warranty if you use different inks and toners not manufactured by them.

The COBAC Members decided that they will stick with procuring only genuine/authentic toner/inks for HP, Samsung, Brother, Epson and Canon printers and that compatible inks/toners is not acceptable.

Ms. Rona Sombria, a representative from E-Partners Solutions Inc. asked about the process of delivery if it can be done in small quantities or by bulk.

Dr. Carina S. Cruz, member of the BAC Secretariat said that the winning bidder can deliver partially however they must complete the delivery within 45 calendar days upon receipt of NTP.

Ms. Sombria asked the body if they allow dealers/resellers certificate.

Ms. Labog responded that for resellers/distributors they need to submit 3 documents, duly notarized Sworn Statement declaring that the inks and toners are genuine and authentic, copy of Manufacturer's certificate per brand from their distributor, and original certification from the distributor that their company is an authorized dealer/reseller of the required inks/toners.

Atty. Javarez asked the bidders if they have any other questions.


They answered none.

IV. ADJOURNMENT:

Having no other business to discuss, the Body adjourned the meeting at 2:34 in the afternoon.

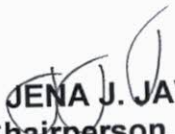
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Prepared by:


CARINA S. CRUZ, DPA
Member, COBAC Secretariat

Noted by:


ELNORA A. VELASCO
Head, COBAC Secretariat


ATTY. JENA J. JAVAREZ
Vice Chairperson, COBAC