



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph

LRA Bids and Awards Committee
On Procurement of Goods, Supplies & Materials
Minutes of the Meeting
19 September 2022

2:00 p.m. 3rd Floor LRA-Office of the Director of Financial Department and via Zoom

ATTENDEES:

Chairperson:

Atty. Faye Angela Pascua

Vice-Chairperson:

Mr. Ser John Pastrana

BAC Members:

Mr. Nestor Misalucha

Atty. Jayferson F. Medrano

Ms. Marilyn Custodio

TWG Members:

Atty. John Paul Hidalgo

Ms. Teresita N. Negrillo

Mr. Anthony Brandon Juan

Mr. Kristian Malvin Salcedo

Secretariat:

Ms. Ma. Rudylyn Cebrero

Ms. Nonette Khalil M. Amparo

Mr. Leif Mark Fontiveros

Ms. Ruela Abuy

Mr. Mark Kevin Biagtan

Mr. Jan Louis L. Lanzona

Mr. Rae Vincent Guino-o

Absent:

Atty. Maria Rosario Mariñas

Engr. Mari Shane Cruz

Atty. Mary Rose Alconaba

Mr. Marion Jay Estacio

Mr. Sherwin Sanchez

Atty. Richard Alvin Nalupta

Mr. Glenn Valeri

Ms. Grace Culannay

Bidders Present:

- 1. Quartz Business Products Corporation**
- 2. Accessories and Supplies Depot, Inc.**

Observer Present:

While letter to Observers was sent via email, there were no observers who attended. The Commission on Audit replied that they will be present in the opening of the bidding documents.

AGENDA:

- 1. Pre-bid Conference Procurement for the Supply and Delivery of 136 Sets of Toner Cartridges for HP MFP M280nw Multi-Function Colored Printer; and**
2. Other matters.

CALL TO ORDER:

Upon confirmation of the existence of a quorum and subsequent to the roll call by Ms. Nonette Khalil M. Amparo , Secretariat member, the meeting was called to order at 2:00 p.m. and was presided by the Committee's Chairperson, Atty. Faye Angela M. Pascua

DISCUSSION OF THE AGENDA:

The Chairperson then acknowledged the presence of the representatives of two (2) prospective bidders of the procurement activity on deck, (1) the Quartz Business Products Corporation (QUARTZ, for brevity) and (2) Accessories and Supplies Depot, Inc. (ASDI, for brevity)

Under the Revised Implementing Rules and Regulations of Republic Act No. 9184, all prospective bidders were allowed to participate in the Pre-Bidding Conference. The Approve Budget for the Contract (ABC) is One Million and Forty Thousand Pesos Only (P1,040, 000. 00), VAT inclusive.

Atty. John Paul Hidalgo presented and discussed the pertinent provisions of the bidding documents for the Supply and Delivery of 136 Sets of Toner Cartridges for HP MFP M280nw Multi-Function Colored Printer. After all the matters pertaining to the said project have been discussed, Mr. Misalucha, a BAC-Member, opened the floor for the prospective bidders' issues/concerns regarding the project for the body's clarification.

ISSUES AND CONCERNS:

Subsequent to the presentation of the Bid Documents by the BAC-PGSM Secretariat, several questions were lodged before the Committee by the participating prospective bidders, to wit:

(Note: Answers provided herein below are still subject to the final discussions of the Committee which will be manifested in a Bid Bulletin to be issued for that purpose. Other further amendments to the provisions of the bidding documents will also be included in the Bid Bulletin that will be issued thereafter.)

1. Ms. Jessica Guillermo of Quartz Business Products Corporation, suggested that the body considers to require the prospective bidders to include Certificate of Reseller from Manufacturer and Certificate of Authenticity in the submission of documents.

ANSWER.

The BAC-PGSM is requiring the prospective bidders to submit a Reseller Certificate from the Manufacturer as well as Toner Cartridge Authenticity Certificate from the Manufacturer that they are an authorized reseller of genuine colored cartridges for HP MFP M280NW Colored Printer.

2. Mr. Jery Sy of Accessories and Supplies Depot Inc. (ASDI), requested for the extension of the delivery period to the project site from 60 calendar days to 90 calendar days.

ANSWER.

The body agrees to 90 calendar days upon the receipt of Notice to Proceed but reiterated to the prospective bidders to still deliver the items in the earliest time possible in order that payment can be completed within the year.

3. Mr. Jerry Sy of ASDI, asked if there is a chance that the body might change the ABC for the subject HP toners as there will be a price increase in the following month.

ANSWER.

The body clarified to the prospective bidders that the quantity and ABC are fixed and cannot be modified.

ADJOURNMENT:

There being no other matters to be discussed, the pre-bid conference adjourned at 3:00 p.m.

Prepared by:


JAN LOUIS L. LANZONA
Secretariat, BAC-PGSM

Reviewed by:


ATTY. MARY ROSE B. ALCONABA
Head, BAC Secretariat

Approved by:


ENGR. SER JOHN C. PASTRANA
Vice-Chairperson, BAC-PGSM