



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](http://www.lra.gov.ph)

LRA Bids and Awards Committee  
On Procurement of Goods, Supplies & Materials

**Minutes of the Pre-Bid Conference for the Supply and Delivery  
of 150 Sets of Colored Toner Cartridges (Black, Cyan, Yellow & Magenta)  
for HP MFP M280NW Colored Printer  
21 June 2023, 10:00 A.M.  
LRA Conference Room & Google Meet**

**IN ATTENDANCE:**

**Bids and Awards Committee (BAC):**

Atty. Tristan E. De Guzman- Chairperson  
Angelo Chris Luis M. Dellosa- Vice-Chairperson  
Ms. Christina Pagtulingan- Member

**Technical Working Group (TWG):**

Nestor I. Misalucha- Chairperson  
Atty. John Paul H. Hidalgo - Vice-Chairperson  
Mr. Sherwin N. Sanchez - Member  
Mr. Marion Jay C. Estacio - Member  
Ms. Ma. Edralyn B. Amor - Member

**Secretariat:**

Atty. Ronald A. Ricablanca- Head-Secretariat  
Atty. Roman G. Idica- Assistant Head  
Ms. Maria Rudylyn A. Cebrero- Member  
Ms. Nonette Khalil Amparo- Member  
Ms. Eunalize E. Zapanta- Member

**End-user:**

Mr. Nestor I. Misalucha

**Observer/s:** None

**Bidders Present:**

1. **QUARTZ BUSINESS PRODUCTS CORP.**, represented by Ms. Jessica Guillermo;
2. **DELSAN OFFICE SYSTEM**, represented by Ms. Sherryl De Guzman

#### **CALL TO ORDER:**

The pre-bid conference was called to order by the BAC Chairperson , Atty. Tristan E. De Guzman, at 10:00 a.m. Atty. Ronald Ricablanca, Head of BAC Secretariat, introduced the BAC Members and the prospective bidders present. After declaring the presence of a quorum, Atty. Ricablanca proceeded and stated that the pre-bid was called for the proposed **Supply and Delivery of 150 Sets of Colored Toner Cartridges (Black, Cyan, Yellow & Magenta) for HP MFP M280NW Colored Printer.**

Under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bid Conference. The amount of the Approved Budget for the Contract (ABC) was based on the Fiscal Year 2023 General Appropriations Act (Republic Act No. 11936), which is **One Million Six Hundred Twenty Thousand Pesos (Php 1,620,000.00).**

The Secretariat asked the authorized representatives of the prospective bidders if they have issues/concerns regarding the project for clarification.

#### **ISSUES AND CONCERNS:**

1. Ms. Sheryll De Guzman of **DELSAN OFFICE SYSTEM**, raised concern about additional requirements.

#### **ANSWER:**

The body answered that the additional requirements are indicated in the Bidding documents under the required specifications that include the following;

- (1) Certification from the Manufacturer that the company is an authorized reseller of Hewlett Packard (HP) products.
  - (2) Certification from the manufacturer that Toner Cartridges are genuine HP Products.
2. Ms. Jessica Guillermo of **QUARTZ BUSINESS PRODUCTS CORP.**, requested for a copy of bidding documents since it cannot be accessed from the LRA and in Philgeps websites.

#### **ANSWER:**

The body said that a link has been provided instead, since the whole document is too large to be uploaded. Thus, a link has been sent to prospective bidders via Google Meet chat box.

3. Ms. De Guzman clarified regarding Section II, No. 5 (Eligible Bidders) under 5.3, that the Bidder shall have a Single Largest Completed Contract (SLCC) at least one (1) contract similar to the project, which refers to supply and delivery of 150 Sets of Colored Toner Cartridges, she asked whether this refers to a specific same model or any SSLC of toner cartridges?

**ANSWER:**

The body answered that the SLCC must be any HP Toner or Cartridges

**ADJOURNMENT:**

There being no further questions or clarifications and no other matters to be discussed, the Pre-Bid Conference was terminated at exactly 10:35 am.

Prepared by:

  
**EUNALIZE E. ZAPANTA**  
*Member-Secretariat, LRA BAC*

Approved by:

  
**ATTY. TRISTAN E. DE GUZMAN**  
*Chairperson, LRA-BAC*