



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Diliman, Quezon City

LRA-Bids and Awards Committee
for Non-Infrastructure (BAC for Non-Infra)
Minutes of the Meeting
12 August 2024 - 10:00 AM-10:30 AM
5th Floor LRA Multipurpose Hall and via Zoom

ATTENDEES:

BAC MEMBERS

Chairperson : Ms. Mary Jane G. Ysmael
Vice-Chairperson : Mr. Angelo Chris Luis M. Delloso
Members : Ms. Christina V. Pagtulingan (*online*)
Ms. Meilina F. Pangdan
Atty. Jayferson F. Medrano (*online*)
Atty. Cheran Ricardo S. Cabrito, Jr. (*absent*)

TECHNICAL WORKING GROUP

Head : Mr. Nestor I. Misalucha
Assistant Head : Atty. John Paul H. Hidalgo
Members : Mr. Sherwin N. Sanchez
Mr. Marion C. Jay Estacio
Ms. Grace Ann A. Lico

SECRETARIAT

Head : Atty. May B. Bongalon
Assistant Head : Atty. Roman G. Idica
Members : Ms. Maria Rudylyn A. Cebrero
Ms. Nonette Khalil Amparo
Ms. Eunalize E. Zapanta
Ms. Bernadette D. Uraga
Ms. Princess Mae A. Camiloza
Ms. Marien M. Zafe
Ms. Jamie Lou E. Magboo - Technical Assistant I

End – User : Mr. Nestor I. Misalucha (ICTD)



AGENDA NO. 2 : Supply and Delivery of 100 Sets of Colored Toner Cartridges (Black, Cyan, Yellow & Magenta) for HP LaserJet Pro MFP M280NW Colored Printers

Prospective Bidders:

1. Accessories and Supplies Depot Inc. (ASDI);
2. ADECS International Corp.; and
3. R4L Enterprises

Observers Present:

While letters to Observers were sent via email, nobody has attended. Accordingly, they will attend the opening of bids.

CALL TO ORDER:

Upon confirmation of the existence of a quorum and subsequent to the roll call by Ms. Mary Jane G. Ysmael, LRA-BAC Chairman, the meeting was called to order at 10:00 A.M.

DISCUSSION OF THE AGENDA:

The Chairperson then acknowledged the presence of the prospective bidders namely: (1) **Accessories and Supplies Depot Inc.**; (2) **ADECS International Corp.**; and (3) **R4L Enterprises.**

Under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bidding Conference. For this project, the Approved Budget for the Contract (ABC) is **Two Million Three Hundred Thousand Pesos Only (Php 2,300,000.00), VAT inclusive.**

Atty. Roman G. Idica presented and discussed the pertinent provisions of the bidding documents for the **Supply and Delivery of 100 Sets of Colored Toner Cartridges (Black, Cyan, Yellow & Magenta) for HP LaserJet Pro MFP M280NW Colored Printers.**

After all important matters have been discussed, LRA-BAC Chairperson Mr. Mary Jane G. Ysmael opened the floor to address the prospective bidders' issues/concerns regarding the project, and for the body's clarification/resolution thereto.

ISSUES AND CONCERNS:

(Note: All questions and clarifications raised during the pre-bid conference shall be in writing and must be submitted to the LRA-BAC three days after the conclusion of the Pre-Bid Conference.)

For your information and guidance:

As to the deadline of submission of bids: *The deadline for submission of Bids is on August 27, 2024 on or before 09:00 AM and the opening of bids shall be at 10:00 AM. Please use the LRA website clock as your reference for synchronicity of time.*

As to the delivery period: *The delivery period is within sixty (60) calendar days upon receipt of an Approved Notice of Award.*

As to the use of tabbings/markings: *Please put tabbings on your bidding documents so we can easily identify and locate the documents that we need to verify.*

Subsequent to the presentation of the Bid Documents by the BAC Secretariat for Non-Infra, several questions were lodged before the Committee by the prospective bidders.

The prospective bidders then asked the following:

Provision	Questions/Queries/Clarifications	BAC's Response
<p><i>Section II Instruction to Bidders</i></p>	<p>For the delivery schedule, can we relax it from 60 to 90 calendar days?</p> <p>Reason: There is a shortage of stocks.</p> <p>With reference to the delivery schedule for item CF2500-503 due to shortage of stocks.</p>	<p>What could be the reason for the extension?</p> <p><i>(The BAC asked the other prospective bidders if they concur to the extension of delivery period.)</i></p> <p>Is this valid to the other suppliers?</p>

	For the certification requirement, we just want to be specific. It should be addressed to the LRA.	Acknowledged
	Are we going to be disqualified if we do not put tabbings in the documents we will submit?	No. By putting tabs, we can easily identify and locate the specific documents that we want to verify.
	<i>Reminder to all prospective bidders when submitting your quotations. You should include your cost per unit of every color because it is one of our requirements and also, do not forget to sign the quotation.</i>	

(Note: The answers provided herein are still subject for deliberation by the Committee and will be reflected in the Bid Bulletin to be issued after seven days from the conclusion of the Pre-Bid Conference. Other amendments, if any, to the provisions of the bidding documents will also be included in the said Bid Bulletin.)

ADJOURNMENT:

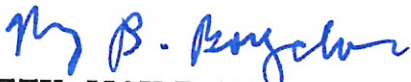
There being no other matters to be discussed, the pre-bid conference adjourned at 10:30 A.M.

Prepared by:



NONETTE KHALIL M. AMPARO, RN
Secretariat, BAC Non-Infra

Reviewed by:



ATTY. MAY B. BONGALON
Head, BAC Secretariat

Approved by:



MS. MARY JANE G. YSMAEL
Chairperson, LRA-BAC