



**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**

18 October 2024 - 02:00 PM to 03:00 PM

5th Floor LRA Multipurpose Hall and via Google Meet

ATTENDEES:

BAC MEMBERS

Chairperson : Ms. Mary Jane G. Ysmael
Vice-Chairperson : Mr. Angelo Chris Luis M. Dellosa (*absent*)
Members : Ms. Christina V. Pagtulingan (*online*)
Ms. Meilina F. Pangdan (*online*)
Atty. Jayferson F. Medrano (*online*)
Ms. Leila Astronomia (*online*)

TECHNICAL WORKING GROUP

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

SECRETARIAT

Head : Atty. May B. Bongalon
Members : Ms. Maria Rudylyn A. Cebrero
Ms. Nonette Khalil Amparo (*OB*)
Ms. Eunalize E. Zapanta (*on leave*)
Ms. Bernadette D. Uruga
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. 1 : **Pre-Bid Conference for the Supply and Delivery of 8 Units of Scanner with ADF up to A3**

Prospective Bidders:

1. Gakken Phil. Inc.;
2. Delsan;
3. Touchmedia Supply & Services;
4. Sonkkens; and
5. Avtech IT Solutions, Inc.

Observers Present:

While letters to Observers were sent via email, nobody has attended.

CALL TO ORDER:

Upon confirmation of the existence of a quorum and subsequent to the roll call of Ms. Mary Jane G. Ysmael (Ms. Ysmael), LRA-BAC Chairperson, the meeting was called to order at 02:10 P.M.

DISCUSSION OF THE AGENDA:

The Chairperson then acknowledged the presence of the prospective bidders namely, (1) **Gakken Phil. Inc.**, (2) **Delsan**, (3) **Touchmedia Supply & Services**, (4) **Sonkkens**, and (5) **Avtech IT Solutions, Inc.**

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 total Approved Budget for the Contract (ABC) is **Two Million One Hundred Sixty Thousand Pesos only (Php 2,160,000.00), VAT inclusive.**

Mr. Misalucha presented and discussed the pertinent provisions of the bidding documents for the **Supply and Delivery of 8 Units of Scanner with ADF up to A3.**

After all important matters have been discussed, Ms. 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 guidance and information:

As to the deadline of submission of bids: *The deadline for submission of Bids is on 31 October 2024 on or before 01:00 P.M. and the opening of bids shall be at 02:00 P.M. Please use the LRA website clock as your reference for synchronicity of time.*

As to the delivery period: *The delivery period is within thirty (30) calendar days upon receipt of an Approved Approved Purchase Order.*

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
<i>Section VI Schedule of Requirements</i>	Can the delivery be adjusted from 30 calendar days (CD) to 90 CD?	Duly noted and responded to the query. <i>(Subject for discussion internally.)</i>
<i>Section VIII Checklist of Technical and Financial Documents</i>	Will there be a Certification from the manufacturer that the products being offered by the supplier/bidder are genuine?	Yes. A Certification will be included among the requirements.

(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 02:45 P.M.

Prepared by:


PRINCESS MAE A. CAMILOZA
Secretariat, BAC Non-Infra

Reviewed by:


ATTY. MAY B. BONGALON
Head, BAC Secretariat

Approved by:


MARY JANE G. YSMAEL
Chairperson, LRA-BAC