



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**  
**18 October 2024 - 10:00 AM to 11:00 AM**  
**5<sup>th</sup> 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  
Atty. Jayferson F. Medrano (*online*)  
Ms. Leila Astronomia

**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 (*absent*)  
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. 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. 1** : **Pre-Bid Conference for the Supply and Delivery of 949 Units of Toner Cartridges for Small Multi-function Mono Printer**

**Prospective Bidders:**

1. Delsan;
2. ICS;
3. QBPC; and
4. Pronet Systems.

### **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 10:16 A.M.

### **DISCUSSION OF THE AGENDA:**

The Chairperson then acknowledged the presence of the prospective bidders namely, (1) **Delsan**, (2) **ICS**, and (3) **QBPC**; and (4) **Pronet Systems**.

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 **Thirteen Million Two Hundred Ninety-Two Thousand Six Hundred Forty-Three Pesos Only (Php 13,292,643.00), VAT inclusive**.

Mr. Nestor I. Misalucha (Mr. Misalucha) presented and discussed the pertinent provisions of the bidding documents for the **Supply and Delivery of 949 Units of Toner Cartridges for Small Multi-function Mono Printer**.

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 09:00 A.M. and the opening of bids shall be at 10:00 A.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 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:

<b>Provision</b>	<b>Questions/Queries/Clarifications</b>	<b>BAC's Response</b>
<i>Section V Special Conditions of Contract</i>	Considering that the LRA consists of Registries nationwide, where will the products be delivered?	One-time delivery shall be made at the LRA-Central Office.
	What will be the service-level agreement in case of defective items, if there would be any?	Duly noted and responded to the query. <i>(Subject for discussion internally.)</i>
	Should LRA require the bidder/s to have a regional office to have the item/s replaced?	Duly noted and responded to the query. <i>(Subject for discussion internally.)</i>
<i>Section VI Schedule of Requirements</i>	Can the delivery be adjusted from 30 days to 45 days?	Duly noted and responded to the query. <i>(Subject for discussion internally.)</i>
<i>Section VIII Checklist of Technical and Financial Documents</i>	Suggestion to include a Certification from the manufacturer that the products being offered by the supplier/bidder are genuine.	A Certification will be included among the requirements.
	Can the SLCC be lowered to five (5) years instead of two (2) years?	Duly noted and responded to the query. <i>(Subject for discussion internally.)</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)*

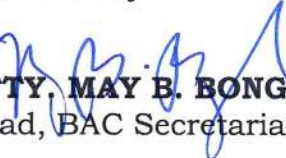
**ADJOURNMENT:**

There being no other matters to be discussed, the pre-bid conference adjourned at 10:49 A.M.

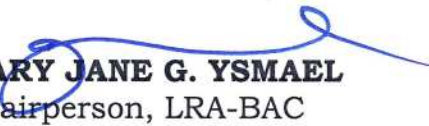
Prepared by:

  
**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