



MINUTES OF THE PRE BID CONFERENCE ON THE SUPPLY, DELIVERY AND INSTALLATION OF ICT EQUIPMENT (PRINTING & BINDING MACHINE) HELD AT THE RESEARCH & EXTENSION UNIT OFFICE ON DECEMBER 19, 2018 @ 9:30 IN THE MORNING.

PRESENT:

- | | |
|-----------------------------------|--------------------------------|
| 1. Dr. Flordeliza G. Alburo | - BAC Chairman , Presiding |
| 2. Dr. Ramil B. Arante | - BAC Vice Chairman |
| 3. Dr. Esther D. Tandog | - BAC Member |
| 4. Prof. Anthony M. Miñoza | - BAC Member |
| 5. Mr. Joseph A. Vistal | - TWG |
| 6. Mr. Ryan O. Cuarez | - TWG |
| 7. Mr. Frank Aiken O. Alan | - Supply Office, OIC |
| 8. Ms. Janice Arcadio | - Gakkin Phils, Representative |
| 9. Mr. Arniel Canduan | - Copylandia, Representative |
| 10. Mr. John O. Estillore | - End-User, CSG |
| 11. Ms. Ma. Eunice A. Niño franco | - BAC Secretariat |
| 12. Ms. Wenie O. Catubig | - BAC Secretariat |

The meeting started with a prayer led by the Chairman.

The BAC Chairman read the Provisional Agenda of the meeting. It was moved by Prof. Anthony M. Miñoza to adopt the said agenda and duly seconded by Dr. Esther D. Tandog.

The Chairman requested the BAC Secretariat to acknowledge the presence of the BAC Personnel and visitors/guests.

The Chairman presented the Invitation to Bid, Bid Data Sheet and Special/General Conditions of Contract indicated in the bidding documents.

The Chairman emphasized the following:

- Declaring of all ongoing and completed contracts including those awarded but not yet started (both public/private)
- Submitted documents should have one (1) original copy and two (2) photocopies
- Upon payment of bidding documents fee, there is a need to present the notarized copy of company's appointment in the case of Liaison Officer.

The Chairman presented the Technical Specifications.

The Chairman suggested to attached brochures and indicate " complied" on the technical specifications required.

The Chairman asked the suppliers any suggestions /comments regarding specifications.

The suppliers suggested/corrected some items on the technical specifications.

ITEM 1 – PERFECT BINDING MACHINE

Book Length/Block Size: 425mm (16.73")
Binding thickness: 60mm (2.36")
Speed: 300 Books per hour
Glue Melting time: 130 to 200 degrees: approximately 30 min.
Cutter: Sun Like and Milling (one pass)
Paper & Amp: Cover Clamping: Auto
Gluing Method: With Side Gluing Wheel
Millable Folders: Tri-Folder
Cutting: Sun Like and Milling (One Pass)
Auto page and Cover Clamping
With Side Glueing Wheel.

ITEM 3 – LASER MULTI-FUNCTION COLOURED MACHINE TYPE: DESKTOP/CONSOLE

Maximum Paer Size: Sra3, 12x18,A3
Original Size: 297 x 432 mm (11x17, A3)
Printing Resolution: Minimum 1,200x2,400 DPI
Printing Speed: A4-25 Ppm; A3 -14 PPM
Paper Weight: 52 to 300 GSM
Scanning Resolution: 600 x 600 DPI
Memory: 4GB
Hard disk Capacity: 160 GB or larger
Standard paper Tray Capacity: 550 Sheets x 4 Tray +Bypass Tray 90 Sheets
Scan Speed: Minimum of 25 Per sheets Both colored Black and White
Paper Size: Maximum 305 x 483 mm

ITEM 4 – DESKTOP COMPUTER

Free USB Keyboard and Mouse
23.8" IPS Anti-glare Display
Full HD Resolution (1920 x 1080m)
Intel core 13-8130u Quad- core Processor
8GB DDR4-2400 ram
1TB HDD with OS License
DVD Writer
Bundled with: 1 License Document handling Software

The Chairman commented that whatever offered items should be of better/higher quality.

The Chairman asked any queries and there was none.

Meeting adjourned at 10:45 in the morning.

We hereby certify the correctness of this minutes.

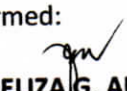
Prepared by:


MA. EUNICE A. NIÑOFRANCO
BAC Secretariat

Reviewed by:


RYAN CHESTER G. FONG, MAEng.
Head, BAC Secretariat

Conformed:


FLORDELIZA G. ALBURO, Ph.D.
BAC Chairman