



**Republic of the Philippines**  
**Department of Budget and Management**  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

November 27, 2018	10:00 AM	Meeting Room II
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>																																						
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>																																						
<b>PROJECT</b>	Supply, Delivery, Installation, Configuration, Testing, and Commissioning of Surveillance System																																						
<b>REFERENCE NO.</b>	<b>PB No. 18-412-5</b>																																						
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></p> <table style="width:100%;"> <tr> <td>Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Webster M. Laureñana</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Dra. Margarita Lat-Luna</td> <td>AdHOC Member</td> </tr> </table> <p><b>Procurement Division V</b></p> <table style="width:100%;"> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p><b>End-User's Representatives</b></p> <table style="width:100%;"> <tr> <td>Ms. Ma. Theresa Natividad</td> <td>PGH-IT</td> </tr> <tr> <td>Mr. Roque Villegas</td> <td>PGH-IT</td> </tr> <tr> <td>Mr. Alex M. Ofindo</td> <td>PGH-IT</td> </tr> </table> <p><b>Prospective Bidders</b></p> <table style="width:100%;"> <tr> <td>Ms. Jocelyn Villagrancia</td> <td>CSI</td> </tr> <tr> <td>Mr. Joey Santos</td> <td>Faire Tech</td> </tr> <tr> <td>Mr. Noel Cornello</td> <td>Work Systems Inc.</td> </tr> <tr> <td>Mr. Noel Sison</td> <td>TCTI</td> </tr> <tr> <td>Ms. Joan Estabillo</td> <td>NTEK Systems</td> </tr> <tr> <td>Ms. Niña Baustista</td> <td>Faire Tech</td> </tr> <tr> <td>Mr. Romeo Recto Jr.</td> <td>ASI.COM.PH, Inc</td> </tr> <tr> <td>Ms. Maricel Gonzales</td> <td>IC Bestlink</td> </tr> <tr> <td>Mr. Leonardo P. Lausa Jr.</td> <td>IC Bestlink</td> </tr> <tr> <td>Mr. Emerson Erandolo</td> <td>IC Bestlink</td> </tr> <tr> <td>Mr. Ruel O. Rodolfo</td> <td>DGL Veracity Systems</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Webster M. Laureñana	Provisional Member (PMO-in-charge)	Dra. Margarita Lat-Luna	AdHOC Member	Engr. Yuji C. Hoshina	Member	Ms. Rosemarie N. Andulan	Secretariat	Ms. Ma. Theresa Natividad	PGH-IT	Mr. Roque Villegas	PGH-IT	Mr. Alex M. Ofindo	PGH-IT	Ms. Jocelyn Villagrancia	CSI	Mr. Joey Santos	Faire Tech	Mr. Noel Cornello	Work Systems Inc.	Mr. Noel Sison	TCTI	Ms. Joan Estabillo	NTEK Systems	Ms. Niña Baustista	Faire Tech	Mr. Romeo Recto Jr.	ASI.COM.PH, Inc	Ms. Maricel Gonzales	IC Bestlink	Mr. Leonardo P. Lausa Jr.	IC Bestlink	Mr. Emerson Erandolo	IC Bestlink	Mr. Ruel O. Rodolfo	DGL Veracity Systems
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CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 10:23 AM with the Chairperson presiding. She then instructed the Engr. Hoshina to acknowledge the presence of the attendees.</li> <li>2. Engr. Hoshina, likewise, presented the Invitation to Observers however none confirmed attendance.</li> <li>3. Upon the instructions of the Chairperson, Engr. Hoshina proceeded with the presentation of general requirements in government procurement.</li> </ol>
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## DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO HIGHLIGHTS
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>The Chairperson reminded the prospective bidders that, in case they opt to submit a bid security in the form of bid securing declaration form, they must fill-out the necessary information therein such as the reference number of the public bidding. She emphasized that the addressee is the Procurement Service and indicate its complete address. Moreover, the Chairperson reminded the prospective bidders that failure to comply with the requirement is a ground for disqualification.</p>
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO HIGHLIGHTS

**Lot No. 1: SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF SURVEILLANCE SYSTEM**

Technical Specification

Page 73

XXX

- a) Twenty-five (25) units - dome, fixed, min. 4x optical zoom;
- b) One (1) unit - dome, fixed, min. 12x optical zoom, outdoor wide-angle;
- c) Four (4) units - dome, fixed, min. 12x optical zoom;
- d) One (1) unit - dome, fixed, min. 4x optical zoom, outdoor

- In ceiling mount compliant with accessories

XXX

One of the prospective bidders clarified that since the requirement is 12x optical zoom, the requirement is likely to be a varifocal lens. Furthermore, he explained that focal length of a varifocal lens can be adjusted as needed.

**The End-User acknowledged the clarification made subject to review of the Committee.**

**For the ceiling mount requirement, the PMOIC reminded the prospective bidders that their offer must contain the model type of the same.**

XXX

- Support for H.264 & MPEG compression

**Moreover, the End-User explained that the support for H.264 is just the minimum requirement, thus, it is still acceptable if they decide to offer higher standard.**

XXX

Technical Specification

Page 74

XXX

- With Built-in Video Management System and Video Recording Management Software

XXX

- Storage capacity of 48TB and upgradeable up to 96 TB or higher

TECHNICAL  
SPECIFICATIONS

xxx

**In case the prospective bidders offered separate video management software (VMS), the PMOIC clarified that they must indicate the same therein and submit a brochure and technical data sheet to support the analytics that is being covered by the VMS.**

In the matter of storage capacity, a supplier inquired if the NVR with 96TB capacity is acceptable.

**The End-User stated that it would be acceptable so long as it complies with the minimum requirement of 48TB. However, they must specifically indicate in their compliance for the Technical Specification since in some cases the brochure indicates otherwise.**

xxx

Technical Specification  
Page 76

xxx

- Edge Switch 24 port GigE PoE/PoE+, 2 x 1000/10G SFP+ (must be compatible to the existing network of PGH)

xxx

One of the suppliers inquired for the existing network of PGH.

**The End-User clarified that their existing network is Cisco.**


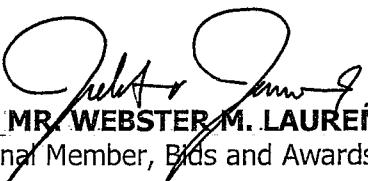
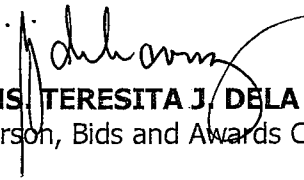
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Terms of Reference  
General requirements

xxx

A prospective bidder asked if the As-Built Plan must be duly signed by their Professional Electronics and Communications Engineer.

**The End-User answered in the affirmative. Thus, to emphasize this matter, such will be incorporated in the bid bulletin.**

BID FORMS	In notarizing the documents, the PMOIC emphasized that a community tax certificate (cedula) is not considered a competent proof of identity. He stated that only government issued IDs or any evidence of identity that is included in the 2004 Rules on Notarial Practice is acceptable.
OTHER MATTERS	The PMOIC announced that for the detailed schedule of the ocular inspection the prospective bidders may refer to the bid bulletin.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:15 PM
CERTIFICATION	We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on November 27, 2018.
PREPARED BY	 <b>MS. ROSEMARIE N. ANDULAN</b> BAC SECRETARIAT
CERTIFIED CORRECT	<p><b>DRA. MARGARITA LAT-LUNA</b>          AdHOC Member, Bids and Awards Committee V</p>  <b>MR. WEBSTER M. LAUREÑANA</b> Provisional Member, Bids and Awards Committee V  <b>MS. TERESITA J. DELA CRUZ</b> Chairperson, Bids and Awards Committee V