



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



MINUTES OF MEETING

Wednesday, December 5, 2018 10:00 AM CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply, Delivery and Installation of Hardware Requirement for the Single Carpeta System and Human Resource Information System for the Parole and Probation Administration (PPA)
REFERENCE	PB 18-425-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Mr. Marc DLR. Hordejan Provisional Member</p> <p>Procurement Division VI: Engr. Gabriel A. Bughao Member Mr. Jerome Jerold A. Catapang Secretariat</p> <p>Parole and Probation Administration: Mr. Ferdinand B. Borres TIAC Ms. Rosemarie Bestal Representative</p> <p>Prospective Bidder: Mr. Jethro Lindo Unison Mr. Robert Fernandez Unison Ms. Mariafer Bantilan Advance Solutions Ms. Kent Lewis Flores Advance Solutions</p>
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:40 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. The Secretariat presented the Invitation to Observers; however, none of them attended.



4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements for government procurement.

DISCUSSION

I. BID DOCUMENTS

<p>INVITATION TO BID</p>	<p>The Chairperson reminded the bidders that the last day for written clarification will fall on Sunday, thus, the written clarification will be accepted until its next working day.</p>													
<p>INSTRUCTIONS TO BIDDERS</p>	<p>"NO DISCUSSION"</p>													
<p>BID DATA SHEET</p>	<p>"NO DISCUSSION"</p>													
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>"NO DISCUSSION"</p>													
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>"NO DISCUSSION"</p>													
<p>SCHEDULE OF REQUIREMENTS</p>	<p>XXX</p> <table border="1" data-bbox="459 1196 1530 1375"> <thead> <tr> <th data-bbox="459 1196 544 1256">Lot No.</th> <th colspan="2" data-bbox="544 1196 751 1256">Quantity/UOM</th> <th data-bbox="751 1196 1193 1256">Item/Description</th> <th data-bbox="1193 1196 1530 1256">Delivery Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1256 544 1375">1</td> <td data-bbox="544 1256 651 1375">xxx</td> <td data-bbox="651 1256 751 1375">xxx</td> <td data-bbox="751 1256 1193 1375">xxx</td> <td data-bbox="1193 1256 1530 1375">Within Sixty (60) calendar days from the receipt date indicated in the Notice to Proceed</td> </tr> </tbody> </table> <p>XXX</p> <p>A prospective bidder inquired if the holidays are included in the delivery period, the Committee replied in the affirmative.</p>				Lot No.	Quantity/UOM		Item/Description	Delivery Period	1	xxx	xxx	xxx	Within Sixty (60) calendar days from the receipt date indicated in the Notice to Proceed
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1	xxx	xxx	xxx	Within Sixty (60) calendar days from the receipt date indicated in the Notice to Proceed										
<p>TECHNICAL SPECIFICATIONS</p>	<p>A prospective bidder asked if they could submit a bill of quantities in support to the statement of compliance.</p> <p>The Provisional Member answered in the affirmative.</p> <p>XXX ITEM DESCRIPTION : DESKTOP QUANTITY : 167 units</p> <table border="1" data-bbox="459 1944 1530 1980"> <tr> <td data-bbox="459 1944 667 1980">PARTICULARS</td> <td data-bbox="667 1944 1315 1980">SPECIFICATIONS</td> <td data-bbox="1315 1944 1530 1980">STATEMENT OF</td> </tr> </table>				PARTICULARS	SPECIFICATIONS	STATEMENT OF							
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		COMPLIANCE
xxx		
RAM Memory	8 GB	
Memory and Storage	8 GB memory, 256 GB SSD storage	

xxx

A prospective bidder inquired if both "RAM Memory" and "Memory and Storage" are the same.

The End-User representative answered in the affirmative. The Provisional Member suggested specifying the quantity to have a total requirement of 8GB (ex. 2x4GB, 1x8GB).

xxx

ITEM DESCRIPTION : DESKTOP
 QUANTITY : 167 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
xxx		
Processor	3.4 GHz or better, 8 MB cache, 4 cores	

xxx

A prospective bidder inquired whether a processor of 3.2GHz can be accepted; he explained that said processor is better with the latest generation in i7 series.

The Provisional Member explained that the brochure shall indicate the capability to meet the requirement. He added that this matter will be discussed further with the End-User.

xxx

ITEM DESCRIPTION : DESKTOP
 QUANTITY : 167 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
xxx		
Video Adapter	Integrated proprietary video	
Audio Adapter	Integrated proprietary video	

xxx

A prospective bidder requested a clarification regarding the abovementioned requirement.

The End-User representative replied: Built-in.

XXX
 ITEM DESCRIPTION : DESKTOP
 QUANTITY : 167 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Graphics	Dedicated graphics card	

XXX
 A prospective bidder asked the required GB for the graphics.
The End-User representative answered that any GB will do.

XXX
 ITEM DESCRIPTION : DESKTOP
 QUANTITY : 167 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
UNINTERRUPTED POWER SUPPLY (UPS)	Input Voltage Range: 160Vac-290Vac	

XXX
 A prospective bidder if a range of 180Vac-280Vac is accepted.
The End-User representative replied in the negative. He explained that the range must be the same with the requirement.
 A prospective bidder further inquired if the one year warranty period for mouse and keyboard also applies to the UPS.
The Provisional Member took note of the concern and stated that it will be discussed with the End-User.

XXX
 ITEM DESCRIPTION : LAPTOP
 QUANTITY : 87 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Memory	DDR3 SDRAM, 1600 MHz, two slots supporting dual-channel memory	

XXX
 A prospective bidder asked for the required memory for laptop.
The Provisional Member took note of the concern and stated that

it will be discussed with the End-User.

xxx
 ITEM DESCRIPTION : ACCESS POINT
 QUANTITY : 21 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
xxx		
Type	Wireless access point	

xxx
 A prospective bidder asked whether the above requirement is indoor or outdoor.

The End-User representative answered: indoor.

A prospective bidder also asked on the number of users required.

The End-User representative answered: 30 users and above.

xxx
 ITEM DESCRIPTION : ROUTER
 QUANTITY : 111 units
 xxx

A prospective bidder asked if they could provide a router without wireless network since most enterprises offer it as an added feature.

The End-User representative answered that the requirement must be wireless since it will be distributed to field offices.

BIDDING FORMS

"NO DISCUSSION"

OTHER MATTERS

The Provisional Member requested to the prospective bidders that all concerns raised during the meeting be formalized through a clarification letter.

The Chairperson reiterated that the last day of submission of written clarification is on December 10, 2018.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **11:40 PM**

CERTIFICATION

We certify that the foregoing is the true account of the Pre-bid Conference conducted on **December 5, 2018.**

PREPARED BY

	<p>Procurement Division VI:</p> <p style="text-align: center;">(SGD) JEROME JEROLD A. CATAPANG Secretariat</p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee VI:</p> <p style="text-align: center;">(SGD) MARC DLR. HORDEJAN Provisional Member</p> <p style="text-align: center;">(SGD) ATTY. MICHELLE ANNE B. RECTO, LL.M. Regular Member</p> <p style="text-align: center;">(SGD) JOSEPH CONRAD D. DUEÑAS Chairperson</p> <p>Conforme:</p> <p style="text-align: center;">MR. FERDINAND B. BORRES TIAC</p>