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

MINUTES OF MEETING

Tuesday, July 24, 2018	1:30 PM	Executive Lounge

MEETING CALLED BY	**BIDS AND AWARDS COMMITTEE X**
TYPE OF MEETING	**PRE-BID CONFERENCE**
PROJECT	**SUPPLY AND DELIVERY OF PASSPORT READER FOR THE BUREAU OF IMMIGRATION (BI)**
REFERENCE NO.	**PB No. 18-200-10**
ATTENDEES	**BIDS AND AWARDS COMMITTEE X** Engr. Pablo Roman C. Andres — Chairperson Webster M. Laureñana — Vice-Chairperson Atty. Divina Gracia A. Bacal — Regular Member **PROCUREMENT DIVISION X** Engr. Chamel Fiji C. Melo — TWG Maricel R. Vergel De Dios — Secretariat Barby Ann M. Villamor — Secretariat **END-USER'S REPRESENTATIVE** Arthur D. Lanaria Jr. Renerio Riemann Quebral Francis Santiago **BIDDER/S** Kemberly A. Cambri Abbiegail Canonigo — The Value Systems Phils. Inc. Roy Pacatang — Dermalog
CALL OF ORDER	• The scheduled **Pre-Bid Conference** started at **1:45 PM** with the Chairperson presiding. • The Chairperson acknowledged the presence of the attendees and proceeded with abovementioned activity.

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PRE- BID CONFERENCE
Public Bidding No. 18-200-10
Supply and Delivery of Passport Reader for the Bureau of Immigration (BI)

HIGHLIGHTS OF ACTIVITY	• The Chairperson instructed the TWG to proceed with the discussion of the bidding documents to the prospective bidder since they are already familiar with the general requirements of government procurement. He also reminded the prospective bidders that they could interrupt during discussion for their queries or clarifications. A. BDS Clause 29.2 xxx 2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) ~~for the last two (2) months~~ within the last six (6) month before the deadline of Opening of Bids. xxx 6. Proof of Concept (POC) The Regular member clarified if this requirement is a document or a presentation. As per TWG, the requirement is to submit an undertaking or to provide a demo unit for actual testing at the Bureau of Immigration main office. Undertaking would certify that the demo unit will be made available when a specific schedule for actual testing has been advised. The Vice-Chairperson advised to include the submission of demo units in the Section VI. Schedule of Requirements and not in BDS Clause 29.22 since such clause are exclusive only for documentary requirements. 11. Compliance to ISO & ICAO Standard The Regular member and Vice Chairperson required to provide a specific number of ISO and ICAO standard. Response by the End-User: The offer unit must be compliant to ISO 14443. B. Section VI. Schedule of Requirements ➢ The Value Systems Phils. Inc. requested to extend the delivery period from thirty to forty five (45) calendar days from the date indicated in the Notice to Proceed. ➢ Dermarlog asked the delivery address of the item. Response by the End-user: The item would be delivered at the Bureau of Immigration Main Office.

	C. Section VII. Technical Specifications D. Section VIII. Bidding Forms • Other questions that were not directly addressed by the BAC have been duly noted and will be further discussed with the End-user. • The BAC reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC on the schedule provided. • The BAC will issue a supplemental/bid bulletin for the new schedule of the bidding activities that will be posted in the PHILGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity.
ATTACHMENT	• NO ATTACHMENT
ADJOURNMENT	• Having no other matters for discussion, the meeting was adjourned at **02:16 PM.**
CERTIFICATION	• We certify that the foregoing is true account of **PRE-BID CONFERENCE** conducted on Tuesday, July 17, 2018.
PREPARED BY	**(SGD) BARBY ANN M. VILLAMOR** Secretariat
CERTIFIED CORRECT	**Bids and Award Committee:** *(NOT PRESENT)* *(NOT PRESENT)* **DINO C. VIZCONDE** **JENNIFER M. ANCHETA** Ad Hoc Member, BI Provisional Member **(SGD) ATTY. DIVINA GRACIA A. BACAL** **(SGD) WEBSTER M. LAUREÑANA** Regular Member Vice-Chairperson **(SGD) ENGR. PABLO ROMAN C. ANDRES** Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ *– denotes deletion; (b)* <u>Underline</u> *– denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*