



MINUTES OF MEETING

Tuesday, September 18, 2018	10:00 AM	CONFERENCE ROOM C
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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 18-284-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Mr. Dickson T. Pantí Vice-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 Ms. Mary Buenady A. Corpuz Member Mr. Joshua Felino Julian F. Dulce Secretariat Mr. Jerome Jerold A. Catapang Secretariat</p> <p>Parole and Probation Administration: Atty. Rey Gonzaga Representative Mr. Ferdinand B. Borres TIAC Ms. Mary Ann G. Navalta TWG Ms. Norhaya C. Guiling Representative Mr. Pyke Soloza Representative</p> <p>Prospective Bidder: Ms. Joana Arimado Integrated Computer Systems Mr. Renz Ranclop Integrated Computer Systems</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.

3. The Secretariat presented the Invitation to Observers; however, none of them attended.
4. Having established the required quorum, the Secretariat proceeded with the presentation of the project.

DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	"NO DISCUSSION"								
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"								
BID DATA SHEET	<p>BDS Clause No. 29.2</p> <p>xxx 7. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months before the deadline of Opening of Bids; xxx</p> <p>The Provisional Member emphasized the abovementioned requirement; the Committee stated that the bidder must submit its Value Added Tax Returns from March to August.</p>								
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"								
SPECIAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"								
SCHEDULE OF REQUIREMENTS	"NO DISCUSSION"								
TECHNICAL SPECIFICATIONS	<p>xxx ITEM DESCRIPTION : RACK SERVER FOR DATABASE QUANTITY : 1 unit</p> <table border="1" data-bbox="454 1809 1522 1933"> <thead> <tr> <th data-bbox="454 1809 657 1872">PARTICULARS</th> <th data-bbox="657 1809 1305 1872">SPECIFICATIONS</th> <th data-bbox="1305 1809 1522 1872">STATEMENT OF COMPLIANCE</th> </tr> </thead> <tbody> <tr> <td data-bbox="454 1872 657 1933">xxx Storage</td> <td data-bbox="657 1872 1305 1933">1.2TB 12G SAS 10K rpm SFF (2.5-inch) (usable)</td> <td data-bbox="1305 1872 1522 1933"></td> </tr> </tbody> </table> <p>xxx</p>			PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE	xxx Storage	1.2TB 12G SAS 10K rpm SFF (2.5-inch) (usable)	
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The prospective bidder asked for the required usable capacity and raid level configuration.

The Provisional Member took note of the concern and informed them that it will be subject for discussion with the End-user Agency.

XXX

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Graphic Card Slot	2 double wide GPGPU's or 3 single wide GPGPU's	

XXX

The prospective bidder clarified whether they would provide the GPGPU or slot only.

The End-user representatives answered that the requirement is the availability of the slot.

The prospective bidder asked for the scope of migration and the Operating System of the End-user's current server. He also stated that the abovementioned inquiries raised to Rack Server for Database also applies to Rack Server for Networking.

The End-user representatives replied that their Operating System is "Open Source"; they also said that all configurations in the existing server will be the scope of migration.

XXX

ITEM DESCRIPTION : DESKTOP
 QUANTITY : 167 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Security	Support for chassis padlocks and cable lock devices, USB enable/disable (via BIOS), Power-on password (via BIOS), Setup password (via BIOS), and similar features	

XXX

The prospective bidder explained that this specification cannot be seen normally in data sheets across all brands. Therefore, he asked if the Committee accepts a certification from the manufacturer for this purpose.

The End-User representatives answered in the affirmative. The Provisional Member suggested to specify the equivalent terms in the bidder's statement of compliance based on the submitted documents.

XXX
 ITEM DESCRIPTION : LAPTOP
 QUANTITY : 87 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Ports and Connectors	(1) VGA, (1) Mic and Headphone, (1) RJ45 Gigabit Ethernet, (1) multi-in-1 card reader, (2 or more) USB 3.0 ports, (1 or more) USB 2.0 ports, 1 power connector	

XXX

The prospective bidder requested to relax the "(1) multi-in-1 card reader" requirement to SD card reader or equivalent.

The End-user representatives agreed to the request and a Bid Bulletin will be issued to such effect.

For the requirement of Anti-Virus for Laptop and Desktop, the Provisional Member explained that it should comply with the requirement specified on the EndPoint Antivirus.

For the Multi-Function Printer, the Provisional Member explained that the technical specifications specified were mere minimum requirements and the bidders may offer items with equivalent or superior specifications.

XXX
 ITEM DESCRIPTION : FINGERPRINT BIOMETRIC CAPTURING MACHINE
 QUANTITY : 92 units

PARTICULARS	SPECIFICATIONS	STATEMENT OF COMPLIANCE
XXX		
Features	Captures four-finger slaps, dual thumbs, as well as single rolled and flat fingerprints; Compact and lightweight design; IP54-rated or better ruggedized device; USB powered; Programmable LEDs and buttons; FBI Appendix F certified; Generates wsq and other fformats; And with installer and capturing software <u>or the Manufacturer's Standard of the Proposed Model.</u>	

XXX

The Provisional Member raised that there will be an additional requirement as shown above.

	<p>Digital Camera (Single-Lens Reflex). The prospective bidder explained that the mentioned item will be sourced out since they carry ICT equipments only. He then asked if the Committee would accept a certification from the manufacturer for the specifications not indicated in the technical data sheet. In response, the Provisional Member suggested to specify the equivalent document in the bidder's statement of compliance based on the submitted documents.</p>
<p>BIDDING FORMS</p>	<p>Omnibus Sworn Statement</p> <p>XXX</p> <p>SUBSCRIBED AND SWORN to before me this ____ day of <i>[month]</i> <i>[year]</i> at <i>[place of execution]</i>, Philippines. <u>Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).</u> Affiant/s exhibited to me his/her <i>[insert type of government identification card used]</i>, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.</p> <p>XXX</p> <p>The Provisional Member raised that the updated jurat will be reflected in the Bid Bulletin.</p> <p>The Chairperson reminded the prospective bidder to use the prescribed forms on the bidding documents.</p>
<p>OTHER MATTERS</p>	<p>The Chairperson discussed to the prospective bidder that all concerns raised during the meeting should be formalized through a clarification letter.</p> <p>The Chairperson stated that all changes in the bidding documents will be reflected in a Bid Bulletin. He then reiterated that the last day of submission of written clarification is on September 24, 2018. Said clarification will then be answered through a Bid Bulletin which will be issued on September 25, 2018.</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 12:30 PM</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on September 18, 2018.</p>
<p>PREPARED BY</p>	<p>Procurement Division VI:</p> <p style="text-align: center;">(SGD) JEROME JEROLD A. CATAPANG Secretariat</p>

Bids and Awards Committee VI:

(SGD)

MARC DLR. HORDEJAN

Provisional Member

(SGD)

ATTY. MICHELLE ANNE B. RECTO, LL.M.

Regular Member

(SGD)

DICKSON T. PANTI

Vice-Chairperson

(SGD)

JOSEPH CONRAD D. DUEÑAS

Chairperson

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