



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



MINUTES OF MEETING

November 20, 2018	10:00 AM	Meeting Room III
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of Desktop Computer and Scanner	
REFERENCE NO.	PB No. 18-390-5; PB No. 18-391-5	
ATTENDEES	Bids and Awards Committee V	
	Ms. Teresita J. Dela Cruz	Chairperson
	Mr. Jack G. Mercado	Vice-chairperson
	Ms. Jessica G. Gapuz	Provisional Member (PMO-in-charge)
	Procurement Division V	
	Engr. Yuji C. Hoshina	Member
	Ms. Rosemarie N. Andulan	Secretariat
	End-User's Representatives	
	Mr. Michael Oliveros	DOH-KMITS
	Mr. Christian Halnin	DOH-KMITS
	Prospective Bidders	
	Ms. Janine Concepcion	Link Network Solutions INC.
	Ms. Niña Vicedo	Link Network Solutions INC.
	Ms. Rafaela Martin	Link Network Solutions INC.
	Mr. Jayson C. Ardeña	Microdata
	Ms. Sharon Maraguinot	HP
	Ms. Thess Temeña	ASI
	Mr. Caesar Ramone	ASI
	Ms. May M. Suratos	Maximum Solutions Corp.
	Mr. Norberto Gonzales	Solid Business
	Ms. Rowena Ibañez	Canon
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 10:45 AM with the	



Chairperson presiding. She then instructed the BAC Secretariat, Ms. Andulan to acknowledge the presence of the attendees.

2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance.

3. Having established the required quorum, the Chairperson mentioned that two (2) public bidding projects, each having its own bidding documents, will be discussed. Upon the instructions of the Chairperson, Ms. Andulan proceeded with the presentation of general requirements in government procurement.

DISCUSSION

BID DOCUMENTS

INVITATION TO BID	<p>The PMOIC reminded the prospective bidders that the submission of written clarifications will only be entertained until 6:00 PM of November 23, 2018.</p>
INSTRUCTIONS TO BIDDERS	<p>NO QUESTIONS FROM BIDDERS</p>
	<p>BDS Clause 12.1(a)(i) Page 39</p> <p>xxx</p>
BID DATA SHEET	<p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ol style="list-style-type: none"> a. Business Registration; b. Mayor's Permit for 2018; c. 2017 Audited Financial Statement; d. Valid and current Tax Clearance; and e. PCAB License, if applicable
	<p>xxx</p> <p>One of the prospective bidders wanted to clarify if there is a need to submit the aforementioned documents notwithstanding their submission of the PhilGEPS Registration Certificate.</p> <p>The Chairperson explained that Class A documents need not be submitted so long as they submit a valid and current PhilGEPS.</p>

Registration Certificate with the documents enumerated in the attached Annex A. If, any of the Class A documents has expired, a ~~certified true copy of that document, duly signed by their~~ authorized representative must be attached therewith. Should the bidder during Opening of Bids opt to submit the eligibility documents in lieu of the PhilGEPS Registration Certificate, the bidder shall submit a valid PhilGEPS Registration Certificate as part of post-qualification documents.

xxx

BDS Clause 29.2
Page 43

xxx

7. Certification of very satisfactory performance rating from at least three (3) previous client/s for the last five (5) years;

xxx

One of the prospective bidders wanted to clarify if the above-mentioned requirement pertains to contracts of Supply and Delivery of Various ICT Equipments.

The PMOIC answered in the affirmative.

The Chairperson reminded the prospective bidders that the post-qualification documents enumerated under BDS Clause 29.2 of the Bidding Document will be submitted by the Lowest Calculated Bidder five (5) days upon the receipt of the notice. Failure to comply with this requirement is a ground for disqualification.

GENERAL CONDITIONS
OF CONTRACT

NO DISCUSSION

SPECIAL CONDITIONS
OF THE CONTRACT

NO DISCUSSION

SCHEDULE OF

PB NO. 18-390-5 and PB NO. 18-391-5

A supplier asked to extend the delivery period from thirty (30) calendar days to

REQUIREMENTS	<p>forty-five (45) calendar days.</p>
	<p>The End-User granted the request of the prospective bidders to extend the delivery period from thirty (30) calendar days to forty-five (45) calendar days. Moreover, the Chairperson informed the attendees that such amendment will be reflected in the bid bulletin.</p>
	<p>PB NO. 18-390-5 Lot No.1: Supply and Delivery of Desktop Computer Technical Specification Page 71</p> <p>xxx</p> <p>- Processor: Intel Core i7-7700; 3.6GHz minimum quad core; L3 cache: 8MB; Lithography: 14NM</p> <p>xxx</p>
TECHNICAL SPECIFICATIONS	<p>- GPU: High-end video card 6GB (not shared w/ system memory)</p> <p>xxx</p> <p>Mr. Ramone of ASI suggested to modify the specification of the processor to 8th Generation since it is the most updated version.</p> <p>The Chairperson took note of this information. She requested Mr. Ramone to put this matter in writing subject to review of the End-User. If any amendment will be approved, the BAC will just incorporate the same in the bid bulletin.</p> <p>Moreover, a supplier asked if it is possible for the End-User to accept a GPU: High-end video card 4GB</p> <p>The End-User stated that the requirement of 6GB will remain.</p> <p>xxx</p>
	<p>Technical Specification Page 72</p> <p>xxx</p> <ul style="list-style-type: none"> • Software (with installer and/or recovery CD each and Licenses <ul style="list-style-type: none"> - OS: Windows 10 Pro 64-bit retail License (AAA-03499); Office Studio Dev SL - Microsoft Office Standard 2016 or latest - Anti Virus: Full Product with one (1) year subscription

XXX

- Power Supply: 650 Watts, 80 PLUS Silver/Gold, semi-modular

XXX

One of the prospective bidders asked if a power supply of 650 Watts, 90 PLUS Silver/Gold, semi-modular can be accepted.

The End-User clarified that it can be considered since what is in the Technical Specification is just the minimum requirement. Their offer will be accepted provided that it complies with the minimum requirements.

Furthermore, a supplier inquired if the End-User will consider OEM Software.

The End-User manifested that any software will do so long as it comes with an installer and/or recovery CD each and Licenses.

In the matter of one (1) year subscription of Anti-Virus, one of the suppliers asked how will this work with the minimum of three (3) years warranty on parts and services on the computers

The End-User clarified that the requirement will be retained. It is the decision of the supplier if they wish to lengthen the subscription of the Anti-Virus to be consistent with the warranty for services.

XXX

PB NO. 18-391-5
Lot No.1: Supply and Delivery of Scanner
Technical Specification
Page 71

XXX

- Feeder Capacity: 100 sheets

XXX

- Scanning Speed: (Simplex/Duplex) @ .300
 - B/W : 20ppm / 36ipm
 - Grayscale : 20ppm / 36ipm
 - Color (24 bit): 10ppm / 18ipm

Color (24 bit): 10ppm / 18ipm

XXX

- Networkable via add-on / built-in Ethernet port

XXX

A prospective bidder asked if the End-user can consider to reduce the feeder capacity from 100 sheets to 50 or 60 sheets.

The Chairperson took note of this concern subject to review and discussion with the End-User.

A supplier, likewise informed the Committee that the Scanning Speed for Simplex must be doubled to meet the Duplex


The End-User stated that the requirement for scanning speed must be retained since it was the specification for their allotted budget.

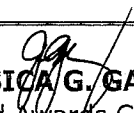
Moreover, one of the prospective bidders asked if they can add additional feature for the Network via add-on.

The End-User answered in the affirmative. He stated that as long as the offered item can be connected to different networks, it would be acceptable.

BID FORMS

The PMOIC reminded the prospective bidders that each and every page of the bid form must be signed by the authorized representative of the company and that a mere initial is not accepted, thus, it may be a ground for disqualification. Furthermore, the PMOIC emphasized that if ever they choose to retype the Bid Form, the contents must be complete as it was in the bidding document.

OTHER MATTERS	NO DISCUSSION
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 Pre-bid Conference conducted on November 20, 2018.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT


MS. JESSICA G. GAPUZ
PMOIC, Bids and Awards Committee V

CERTIFIED CORRECT


MR. JACK G. MERCADO
Vice-Chairperson, Bids and Awards Committee V


MS. TERESITA J. DELA CRUZ
Chairperson, Bids and Awards Committee V