



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



MINUTES OF MEETING

January 16, 2019 9:30 AM Conference Room A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Desktop Computer for the Department of Health – Knowledge Management and Information Technology Service (DOH-KMITS)
REFERENCE NO.	PB No. 19-004-5
ATTENDEES	<p>Bids and Awards Committee V Ms. Teresita J. Dela Cruz Chairperson Mr. Jack G. Mercado Vice Chairperson Ms. Jessica G. Gapuz Provisional Member</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>Prospective Bidders Ms. Jervin F. Puso Quartz Business Ms. Christine Lyan Lazaro Jonesco Tech. Marketing Corp. Mr. Rovel Balanlay Jonesco Tech. Marketing Corp. Mr. Caesar Ramones ASI Mr. Louie Taborda Maximum Solutions Corp. Mr. Winston Perez SMSGT Ms. Anya A. Estera TVSP-Manila Ms. Abbie Canonigo TVSP-Manila Ms. Sherryl K. de Guzman Xitrix</p>
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 10:21 AM with the Chairperson presiding. She then instructed Engr. Hoshina to acknowledge the presence of the attendees.



	<p>2. Engr. Hoshina, likewise, presented the Invitation to Observers however none confirmed attendance.</p> <p>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</p>
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DISCUSSION

BID DOCUMENTS	
INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>Engr. Hoshina explained that Class A documents need not be submitted so long as they submit a valid and current PhilGEPS 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.</p> <p>xxx</p> <p>The Chairperson reminded the prospective bidders to carefully read and follow the instructions indicated at the bottom part of the Single Largest Completed Contract (SLCC).</p> <p>xxx</p> <p>For the Authority of Signatory, Engr. Hoshina emphasized that there is a need for the bidder to specify therein the specimen of the initials and the full signature of the authorized representative for purposes of cross referencing. He stated that there will be no prescribed form since it is left to the discretion of the bidder on how he will conform to this requirement.</p>

	<p>xxx</p> <p>BDS Clause 32.4(g) Page 43</p> <p>xxx</p> <p>The awardee must submit a soft copy (JPEG or PNG format, Picture- 640 x 480 pixel with white or plain background) of the color picture of the product/s upon receipt of the Notice of Award.</p> <p>xxx</p> <p>The Vice Chairperson found it unnecessary to include the aforementioned provision, thus, he recommended the removal thereof in the requirements.</p> <p>The Committee acknowledged the same and decided to delete the said provision.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 43</p> <p>xxx</p> <p>1. Certification of very satisfactory performance rating from at least three (3) previous client/s for the last five (5) years;</p> <p>xxx</p> <p>A supplier wanted to know if the above-mentioned provision must pertain to a contract entered into with a client having the same field and nature like the Department of Health (DOH). Furthermore, she asked if the contract amount must likewise be the same as with the ABC of this project.</p> <p>The Committee clarified that the field and nature of their previous client/s and the contract amount will not be material provided that the certificate is due to a contract with the same items as the ICT Equipment.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO DISCUSSION</p>

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO HIGHLIGHT</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Schedule of Requirements Page 69</p> <p>One of the prospective bidders requested to extend the delivery period of thirty (30) calendar days to forty-five (45) to sixty (60) calendar days.</p> <p>The Chairperson, on the other hand, would like to know the delivery period in the previous bidding of this project.</p> <p>The PMOIC reported that during the previous bidding for the Supply and Delivery of Desktop Computer for DOH-KMITS, the End-User adjusted the delivery period to forty-five (45) calendar days to give way to the holiday season.</p> <p>In response to the request of the prospective bidder, the Chairperson stated that the Committee will take note of this matter for discussion with the End-User. She informed the suppliers that in case of changes in the delivery period, the same will be reflected in the bid bulletin and should there be no announcement as regards to this issue, it will mean that the requirement will be retained as scheduled.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Lot No. 1: Supply and Delivery of Desktop Computer with 27" Dual Monitor Technical Specifications Page 71</p> <p>Engr. Hoshina manifested that the required technical specifications are the minimum requirements. Should the prospective bidder offer a better specifications than what is required, then that would be acceptable.</p> <p>xxx</p> <p>Processor: Intel Core i7-7700; 3.6GHz minimum quadcore; L3 cache: 8MB; Lithography: 14NM</p> <p>xxx</p> <p>Disk Drives: Optical Drive, Multi-Drive Double Layer; DVD ±RW</p> <p>xxx</p> <p>GPU: High-end video card 6GB (not shared w/ system memory)</p>

XXX

Sound Card: Integrated Sound Card

USB Ports: at least two (2) USB 3.0 ports and six (6) USB 2.0

CPU Air Cooler

XXX

Hard Disk: 1TB SATA type; two (2) equal partitions

XXX

Ms. Puso of Quartz Business wanted to clarify if the requirement for lithography is necessary to be indicated in the technical specifications. On the matter of sound card, she likewise asked if the internal speaker could be considered.

Furthermore, one of the prospective bidders wanted to know the specific CPU Air Cooler required since the same has many types and brands. As to the Graphics Processing Unit, he requested to lower the minimum requirement for it is higher than the standard.

In regards with the USB Ports, the prospective bidders recommended to eliminate the requirement of number of USB ports or at least lessen the required ports for the USB 2.0 since the standard USB ports at present is 3.0 or 3.1 and it may still vary depending on the brand of the desktop computer.

Moreover, a prospective bidder asked to remove the Multi Drive Double Layer in the Disk Drive and the two (2) equal partitions for the Hard Disk since these specifications do not generally reflect in the brochure or data sheet. For the Disk Drive, what is only shown in the data sheet is the optical drive whereas for the Hard Drive, the supplier invoked that the End-User must be the one to perform the partition.

The Chairperson stated that the Committee will refer these issues to the End-User for clarification.

However, in the requirement for two (2) equal partitions for the Hard Disk, the Chairperson averred that should the End-User opt to require the desktop computer to comply with that specific requirement then that must be retained considering the amount of the Approved Budget of the Contract (ABC). Engr. Hoshina, conversely suggested that bidders may issue a certificate providing assurance that they will be the one in charge in carrying out the partition.

xxx

Technical Specifications
Page 72

xxx

Display Ports: DVI, VGA and HDMI

xxx

UPS: 800 Watts, 1.2KVA rating capacity, Surge Protector

xxx

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

xxx

Warranty: Minimum of three (3) years on parts and services

xxx

One of the suppliers inquired if they can offer an adapter for the display ports. The prospective bidders then invoked that VGA is no longer available for that specific item and they can only provide for the DVI and HDMI display ports.

For the UPS, a prospective bidder wanted to clarify the number of ports required. While, other suppliers asserted that this issue cannot be a considered as a dilemma since the provision did not provide for the same.

Moreover, a representative from the suppliers wanted to know if the power supply of 500 Watts can be considered and other prospective bidders asked if 450 Watts can likewise be accepted for the reason that the power supply may differ depending on the brand of the item. They likewise requested to delete the requirement of "semi-modular" since the same is not visible in the data sheet.

Lastly for the warranty, the suppliers asked to lower the period of warranty since the branded model only offers a warranty of one (1) year.

The Chairperson took note of the concern regarding the display ports and stated that this matter will be raised to their computer experts for consultation.

On the matter of the UPS, the Committee stated that suppliers should know the purpose and importance of the same and that the technical specifications required must be strictly complied with.

In regards with the Power Supply, the Chairperson noted this

matter for discussion with the End-User.

For the warranty, the Chairperson explained that during the previous bidding, a bidder submitted an offer which complied with that requirement, thus, she cannot perceive any problem accruing from that subject matter.

In conclusion, Engr. Hoshina stated that these concerns must be clarified in writing sent via e-mail or personal delivery by the prospective bidders to make it all official and in record and such letter will be answered through the issuance of the bid bulletin.

xxx

A representative from TVSP - Manila recommended that should the End-User prefer a branded model; it must require an Energy Star Certificate that will guaranty the compliance with the Technical Specifications.

The Chairperson wanted to be enlightened on who should be responsible in issuing the Energy Star Certificate.

The supplier stated that the same will be issued by the manufacturer of the items being offered.




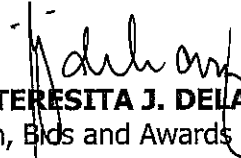
In reply, the Chairperson explained that the Technical Working Group (TWG) who will be accountable in evaluating the item being offered will not only limit itself to the documents that will be submitted by the bidder for it will look further into information using other resources like its official website and the data sheet. Nonetheless, the Chairperson took note of this matter for review with the End-user.

In contrast, one of the suppliers averred that the Energy Star Certificate is a United States' standard; hence, it cannot be applied in the present bidding. She also stated that the provided technical specifications are moulded for a clone and in that case, an Energy Star Certification cannot be acquired.

The Chairperson noted these concerns subject to reassessment of the End-User

BID FORMS

The Chairperson reminded the prospective bidders to sign each and every page of the bid form. She stated that failure to comply with this requirement is a ground for disqualification.

OTHER MATTERS	As for the written clarification, the Chairperson advised the suppliers that they have until January 18, 2019, Friday, to submit their written concerns subject to evaluation of the End-User.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:53 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on January 16, 2019.
PREPARED BY	 MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	 MS. JESSICA G. GAPUZ PMOIC, Bids and Awards Committee V  MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V  MS. TERESITA J. DELA CRUZ Chairperson, Bids and Awards Committee V