



MINUTES OF MEETING

Monday, June 4, 2018	10:30 AM	CONFERENCE ROOM C
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI
TYPE OF MEETING	Prebid 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 NO.	PB No. 19-176-6
ATTENDEES	<p>Bids and Awards Committee VI Mr. Joseph Conrad D. Dueñas Chairperson Mr. Marc DLR. Hordejan Provisional Member (PMOIC) Dir. Allan Alcala Ad Hoc Member, PPA</p> <p>Procurement Division VI Mr. Joshua Felino Julian F. Dulce Secretariat</p> <p>Parole and Probation Administration: Ms. Mary Ann G. Navalta Mr. Ferdinand B. Borres</p> <p>Prospective Bidders: Ms. Judith L. Mape Advance Solutions, Inc. (ASI) Mr. Sanny Belonio Advance Solutions, Inc. (ASI) Ms. Mary Grace Carolino Infocentric Ms. Rowena Ibañez Canon Marketing Philippines Ms. Joana Arimado Integrated Computer Systems (ICS) Mr. Prince Aduca Integrated Computer Systems (ICS) Ms. Tina Robles IP Converge Data Services, Inc. (IPC) Mr. Manny Kondo IP Converge Data Services, Inc. (IPC)</p>
CALL TO ORDER	The scheduled Opening of Bids started at 10:30 AM with the Chairperson presiding.

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	"NO DISCUSSION"
BID DATA SHEET	<p>Clause 29.2</p> <p>For purposes of Post-qualification the following document(s) shall be required:</p> <p style="text-align: center;">xxx</p> <p>3. (a) Distributorship Agreement from Manufacturer or (b) Dealership Agreement with the Bidder issued by the Principal or Authorized Distributor/Reseller</p> <p style="text-align: center;">xxx</p> <p>The representative from ASI inquired as to the difference between the Distributorship Agreement and Dealership Agreement.</p> <p>The Committee answered that the Distributorship Agreement is that issued by the Principal to its authorized distributor/s while the Dealership Agreement is that issued by the authorized distributor/s to its reseller.</p>
GENERAL CONDITIONS OF THE CONTRACT	"NO DISCUSSION"
SPECIAL CONDITIONS OF THE CONTRACT	<p>Clause 1.1k</p> <p>The Project Site:</p> <p style="padding-left: 40px;">Parole and Probation Administration (PPA) NCR as Pilot Area and Luzon-Wide Implementation DOJ Agencies Building, NIA Road cor. East Avenue Quezon City</p> <p>Contact Persons:</p> <p>Dir. Allan B. Alcala : (02) 9276830/9262711 Ms. Mary Ann G. Navalta : (02) 9276830 Mr. Ferdinand B. Borres : (02) 9276830</p> <p>The Committee emphasized that all items procured shall be delivered</p>

	to the Central Office of PPA, as shown above.			
SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLES	"NO DISCUSSION"			
TECHNICAL SPECIFICATIONS	Lot No. 1			
	ITEM	TECHNICAL SPECIFICATIONS	QUERY	PROSPECTIVE BIDDER
	Desktop	Processor Family – Latest i7 series	It was suggested to change the specification to i7 8 th generation to promote competition.	ICS
		Processor – 3.4 GHz or better, 8 MB cache, 4 cores	It was suggested to lower the gigahertz (GHz) but to increase the cache and core.	ASI
		Video Adapter – integrated proprietary video Graphics – dedicated graphics card	A bidder asked what really the requirement – integrated or dedicated. He mentioned that two terms are different in that in "integrated" what will be supplied is that integrated (built-in) in the item while in "dedicated", they may supply other than that provided in the item.	ICS
		UPS – Input Voltage Range: 160Vac-290Vac	It was asked if the requirement under this specification is in range, e.g. a bidder may submit 280Vac. The Committee answered that any Vac may be submitted so long it is within the range.	ASI
UPS – Backup Time: 5-30 mins or more		A bidder requested to lower the requirement to 4-10 minutes.	ASI	

Laptop	Processor Family – Latest i7 series	A bidder raised the same suggestion as that in Desktop.	ICS
	Ports and Connectors – (1) VGA xxx	It was asked if a bidder can submit an adapter instead of VGA.	ICS
	Ports and Connectors – (1) mic and headphone xxx	A bidder asked if they can use a combo jack for this requirement.	ASI
Desktop and Laptop	Antivirus	A bidder asked if the installation of the antivirus is included in the project. The Committee answered in the affirmative.	IPC
Printer, Inkjet	Software Included - Printer driver: Internet access is required to install OS X drivers and software.	A bidder asked if they can submit a compact disk. The Committee answered in the affirmative.	ICS
Fingerprint Biometrics Scanning Machine	Compatibility – should be compatible with the Single Carpeta System	A bidder asked if the Single Carpeta System is compatible with Windows. The Committee answered that it is compatible with Linux.	ICS
Digital Camera (Single-Lens Reflex)	Table Top Tripod	The PMO-in-charge emphasized that this item must be submitted with a Table Top Tripod	N/A

A representative from IPC asked if there is already an existing Single Carpeta System and Human Resource Information System.

The Committee answered in the affirmative.

The Committee took note of all the concerns and suggestions raised by the prospective bidders. It assured that these will be answered in a Bid Bulletin. The Committee, however, encouraged the prospective bidders to put their queries in writing, and to submit the same as early as possible.

BID FORM	
OTHER MATTERS	<p>The representative from ICS asked if they can conduct a product demonstration before delivery.</p> <p>The Committee replied to write a formal written request to this effect.</p>

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:30 AM
CERTIFICATION	We certify that the foregoing is true account of Opening of Bids conducted on June 4, 2018.
PREPARED BY	<p>(Sgd.) JOSHUA FELINO JULIAN F. DULCE <i>Secretariat</i></p>
CERTIFIED CORRECT	<p>Bids and Awards Committee VI:</p> <p style="text-align: center;">(Sgd.) DIR. ALLAN ALCALA <i>Provisional Member (Ad hoc Representative, PPA)</i></p> <p style="text-align: center;">(Sgd.) MARC DLR. HORDEJAN <i>Provisional Member (PMO-in-charge)</i></p> <p style="text-align: center;">(Sgd.) JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i></p>

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) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.