



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



## MINUTES OF MEETING

March 7, 2019

9:30 AM

Conference Room A

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	<b>Supply and Delivery of Desktop Computer for the Department of Health – Knowledge Management and Information Technology Service (DOH-KMITS)</b>
<b>REFERENCE NO.</b>	<b>PB No. 19-074-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b>          Ms. Teresita J. Dela Cruz                      Chairperson          Mr. Jack G. Mercado                              Vice Chairperson          Ms. Jessica G. Gapuz                              Provisional Member</p> <p><b>Procurement Division V</b>          Engr. Yuji C. Hoshina                              Member          Ms. Rosemarie N. Andulan                      Secretariat</p> <p><b>End-User’s Representative</b>          Mr. Michael Oliveros                              DOH-KMITS</p> <p><b>Prospective Bidder</b>          Mr. Winston Perez                                  SMSGT</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 9:31 AM with the Chairperson presiding. She then instructed Engr. Hoshina to acknowledge the presence of the attendees.</li> <li>2. Engr. Hoshina, likewise, presented the Invitation to Observers however none confirmed attendance.</li> </ol>

	3. Since the attendee is a frequent bidder, it was agreed to skip the discussion on the documentary requirements. The activity will just focus on the matters in the bidding documents that he wants to clarify.
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**DISCUSSION**

**BID DOCUMENTS**

<b>INVITATION TO BID</b>	NO HIGHLIGHT
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<b>INSTRUCTIONS TO BIDDERS</b>	NO QUESTIONS FROM BIDDERS
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<b>BID DATA SHEET</b>	<p>BDS Clause 12.1 (a)(i) Page 39</p> <p>xxx</p> <p>b. 2018 or 2019 Mayor’s Permit. If the bidder will submit Mayor’s Permit for 2018, the submission must be accompanied by an Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within the prescribed period;</p> <p>xxx</p> <p><b>The PMOIC explained to the prospective bidder the aforementioned requirement, where the bidder may opt to submit the 2019 Mayor’s Permit or for the year 2018 provided that for the latter, it must be accompanied with proof of renewal in the form of an Official Receipt.</b></p> <p>xxx</p> <p>BDS Clause 29.2 Page 42</p> <p>xxx</p> <p>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, it is considered as latest return when filed within the last two (2) months before the deadline of the submission of bids which will cover the</p>
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previous six (6) months.

\*The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).

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**The PMOIC further explained the requirement for the Latest Value Added Tax Returns where she gave an example. She stated that should the submission of the post-qualification documents falls in the month of March the Value Added Tax Return that will be submitted must be from the last two (2) months prior thereto which is in January. The six (6) months requirement must be then counted from August to January 2019.**

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

xxx

Mr. Perez of SMSGT wanted to confirm if the above-mentioned requirement shall be issued by three (3) clients. He asked if the same can be minimized.

**The Vice-Chairperson denied the said request considering the reasonableness of the requirement of only three (3) clients for the last five (5) years.**

**GENERAL  
CONDITIONS OF  
CONTRACT**


NO DISCUSSION

**SPECIAL  
CONDITIONS OF  
THE CONTRACT**

NO HIGHLIGHT

<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Mr. Perez asked for an extension of the delivery period from thirty (30) calendar days to forty-five (45) calendar days.</p> <p><b>The PMOIC took note of this matter and stated that the request will be discussed with the End-User.</b></p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p><b>Lot 1: DESKTOP COMPUTER WITH 27" DUAL MONITOR</b>          Technical Specifications          Page 71</p> <p>xxx</p> <p><b>Motherboard:</b> w/ 16X PCI Express; SATA type; supports DDR4 Memory Module; w/ 4 Built-in 2.0 high speed USB ports (excluding for mouse &amp; keyboard)</p> <p>xxx</p> <p><b>CPU Air Cooler</b></p> <p>xxx</p> <p><b>Software</b> (with installer and/or recovery CD each and Licenses</p> <p>Xxx</p> <p><b>UPS:</b> 800 Watts, 1.2KVA rating capacity with Built-in Surge Protection</p> <p>Xxx</p> <p>Microsoft Office Standard 2016 or latest</p> <p>xxx</p> <p>Mr. Perez emphasized that the Motherboard, CPU Air Cooler, and Software is not present in the brochure; however, the specifications pertaining to such are incorporated therein and for the software, such is included in the security and maintenance.</p> <p>For the warranty of UPS, Mr. Perez asserted that its warranty can only be guaranteed for one (1) year. He stated that during the last bidding, the said matter was agreed upon by the Committee, thus, he requested if the same can be manifested in the technical specifications.</p> <p>With regards to the Microsoft Office Standard, Mr. Perez stated that they can only offer a license for Office 365 business and Office 365 Pro-Plus.</p>

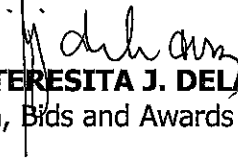
	<p>The Committee noted these issues as for discussion with the End-User. As for the Software, the Committee asked Mr. Perez to include this in the brochure since the requirement is asking for a brand new item.</p> <p>xxx</p> <p>The Vice Chairperson emphasized the importance of filling out the proper information in the reference column of the Conformity with the Technical Specifications. He clarified that should the brochure contains a maximum volume; a page number will be acceptable to be placed therein.</p> <p>Furthermore, the Vice Chairperson stated that the monitor, mouse, and keyboard must have the same brand as the Computer Unit.</p>
<b>BID FORMS</b>	<p>The PMOIC reminded the prospective bidder to sign both pages of the Bid Form. She explained that failure to comply with this requirement is a ground for disqualification.</p>

<b>OTHER MATTERS</b>	NO DISCUSSION
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 11:53 PM
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on March 7, 2019.
<b>PREPARED BY</b>	 <b>MS. ROSEMARIE N. ANDULAN</b> 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