

# MINUTES OF MEETING

October 3, 2019	10:00 AM	Conference Room C
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<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>	Supply and Delivery of <b>Laptops</b>																																									
<b>REFERENCE NO.</b>	<b>PB No. 19-291-5</b>																																									
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Ofelia L. Algo</td> <td>Ad Hoc (alternate)</td> </tr> <tr> <td>Mr. Abelardo P. Gonzalez</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Joseph N.V. Santiago</td> <td>TWG Member</td> </tr> <tr> <td>Mr. Marc Louie Licos</td> <td>TWG Member</td> </tr> <tr> <td>Mr. Nereo Bolante</td> <td>DepEd Representative</td> </tr> </table> <p><b>Procurement Division V</b></p> <table> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Mr. Jules Amiel Angeles</td> <td>Member</td> </tr> <tr> <td>Engr. Nicole John D. Cabueños</td> <td>Member</td> </tr> </table> <p><b>Observers</b></p> <table> <tr> <td>Mr. Ronaldo R. Reyes</td> <td>PhilMech</td> </tr> <tr> <td>Mr. Raul R. Paz</td> <td>PhilMech</td> </tr> <tr> <td>Ms. Richelle L. Morota</td> <td>PhilMech</td> </tr> <tr> <td>Ms. Normita A. Pasalo</td> <td>PhilMech</td> </tr> <tr> <td>Ms. Cornelia M. Villanueva</td> <td>PhilMech</td> </tr> </table> <p><b>Prospective Bidders</b></p> <table> <tr> <td>Mr. Timothy Roy Condiao</td> <td>MASAT</td> </tr> <tr> <td>Mr. Carlo Bondoc</td> <td>MASAT</td> </tr> <tr> <td>Mr. Bernie Buenasedo</td> <td>MASAT</td> </tr> <tr> <td>Mr. Johnny Ramos</td> <td>Red Fox</td> </tr> </table>		Mr. Webster M. Laureñana	Chairperson	Engr. Ofelia L. Algo	Ad Hoc (alternate)	Mr. Abelardo P. Gonzalez	Provisional Member (PMO-in-charge)	Mr. Joseph N.V. Santiago	TWG Member	Mr. Marc Louie Licos	TWG Member	Mr. Nereo Bolante	DepEd Representative	Engr. Yuji C. Hoshina	Secretariat	Ms. Jessica G. Gapuz	Member	Mr. Arnel B. Cunanan	Member	Mr. Jules Amiel Angeles	Member	Engr. Nicole John D. Cabueños	Member	Mr. Ronaldo R. Reyes	PhilMech	Mr. Raul R. Paz	PhilMech	Ms. Richelle L. Morota	PhilMech	Ms. Normita A. Pasalo	PhilMech	Ms. Cornelia M. Villanueva	PhilMech	Mr. Timothy Roy Condiao	MASAT	Mr. Carlo Bondoc	MASAT	Mr. Bernie Buenasedo	MASAT	Mr. Johnny Ramos	Red Fox
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	Mr. Laurence Tagle Ms. Sheryl Maglague Ms. Annabel Pallarca Ms. Ana Capote Mr. Lloyd Benedicto Arch. Luigi S. Avecilla Ms. Joy Edralin Mr. Paul Cortez Ms. Aissa Chan Mr. Neil Diamonon Ms. Rowena Gardon Ms. Honey Yeli Samson Ms. Evelyn Hernandez Mr. Jerome Animos Mr. Rick Sy Ms. Thess Temeña Mr. Sanny Belonio Mr. Nikko Almazan Mr. Edna Aplan	Silicon Valley Kosmos Kosmos Xitrix Computer Corp. A.I.A. Construction A.I.A. Construction Acer CTI CTI HP Philippines FNB Educational FNB Educational APTI APTI APTI ASI ASI Lenovo AMTI
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 10:29AM with the Chairperson presiding. He then instructed the BAC Secretariat, 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> <li>3. Having established the required quorum, the Chairperson asked Engr. Hoshina to proceed with the presentation of general requirements in government procurement.</li> </ol>	

## DISCUSSION

BID DOCUMENTS	
<b>INVITATION TO BID</b>	NO DISCUSSION
<b>INSTRUCTIONS TO BIDDERS</b>	NO QUESTIONS FROM BIDDERS
<b>BID DATA SHEET</b>	<b>BDS Clause 29.2</b> Page 43

	<p>xxx</p> <p>6. Manufacturer’s certification that the proposed brand is an International Brand Name and is Sold and Marketed continuously in the Philippines for the last ten (10) years.</p> <p>xxx</p> <p>A representative from Redfox, stating that they are a company that locally assembles computers in Cavite with components exported from china, wanted to clarify what defines an international brand name. Xitrix, also a local manufacturer of I.T. equipment, shares the same concern.</p> <p><b>The Chairperson acknowledged the concern and stated that the same will be discussed with the End-user in details and then issue a resolution in the Bid Bulletin for clarification.</b></p> <p>xxx</p> <p>8. List of Manufacturer-Authorized and Active Service Centers including contact person and contact numbers. Supplier must have affiliated active service centers with personnel possessing any of the following: NC-II in Computer Hardware Servicing, or Licensed Electronics Technician, or Manufacturer’s Certified Technician, in at least two locations (in different provinces) in every region where the equipment will be deployed.</p> <p>xxx</p> <p>A prospective bidder from CTI inquired if service centers in adjacent regions for ARMM would be acceptable.</p> <p><b>The Chairperson took note of the inquiry and explained that any changes will be included in the Bid Bulletin once decided upon by the BAC Committee.</b></p>
GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION

## Technical Specifications

Page 72

xxx

Storage:

- Min. 256GB SSD
- External Hard Drive, at least 1 TB

Optical Drive:

- External DVD -/+ RW (SATA)

xxx

A representative from CTI raised his concern with the required attached peripherals, namely the Optical Drive and the External Hard Drive, and requested that the Optical Drive be removed since there are too many peripherals attached to the laptop and to lessen the cost. The prospective bidder from APTI shares the same concern.

**The Chairperson acknowledged the concern and explained that any changes will be included in the Bid Bulletin once decided upon by the End-user.**

The representative from Redfox inquired if the ABC will be changed if the Optical Drive will be removed.

**The Chairperson explained that given the requirement was already posted, the ABC will be retained. Moreover, Engr. Hoshina reiterated that all concerns be written on a letter to be submitted to DepEd for review.**

The representative from APTI observed that there is no indicated requirement for Port servicing in the Technical Specification.

**The Chairperson stated that the observation will be discussed with the End-user and the result will be integrated in the Bid Bulletin.**

## Technical Specifications

Page 73

xxx

Headset:

- Over-the-Head
- 3.5mm Audio Jack Connection

xxx

One of the suppliers inquired if a brand from a third party would be acceptable.

**The Chairperson stated that it will issue a Bid Bulletin clarifying the requirements.**

### Technical Specifications

Special Specifications

Page 74

xxx

- Windows 10 Professional (*"Shape the Future"*) SKU with antivirus

(LOE will be provided by DepEd before the opening of Bids. OS installer and licensed key to be provided by winning bidder)

xxx

**With regard to the OS, the Chairperson clarified that it is not the DepEd that will provide the OS but the winning bidder. Moreover, he added that with the consent of the DepEd, the LOE from Microsoft will be integrated in the Bid Bulletin.**

### Technical Specifications

Page 74

xxx

- MOUSE

- Color Cyan Blue: C, M, Y, K (71,53,0,12)
- Customized (with DepEd logo, printed)

- CASING

- Color Cyan Blue: C, M, Y, K (71,53,0,12)
- Customized (with DepEd logo)
- Embossed/Etched DepEd Logo should appear at the backside of the

screen display, somewhere on the front screen display edge and keyboard area.

xxx

With regard to the color, the representative from APTI specifically asked if only the outer part of the Laptop is colored blue.

**The Chairperson explained that per DepEd's requirement, the whole unit casing should be colored blue excluding only the keyboard and hence, the requirement will be maintained.**

The representative from HP queried for the specific placing of the DepEd logo in the casing. Moreover, he also asked if a logo is really needed to be printed in the mouse.

**The Chairperson stated that it will be clarified in the Bid Bulletin and reiterated that the same should either be etched or embossed. As for the mouse, the End-user maintained that the name "DepEd" should be printed.**

#### **Technical Specifications**

General Specifications

Page 75

xxx

- Brand of the Laptop must have been in the local and international market for at least five (10) years prior to the scheduled date of bid opening

xxx

Engr. Hoshina observed some inconsistencies with regard to the number of years that the Laptop should have been in the local and international market.

**The Chairperson took note of the discrepancy and any changes will be incorporated in the Bid Bulletin.**

#### **Technical Specifications**

General Specifications

Page 76

xxx

- With Approved NTC Certificate

xxx

The Chairperson asked the Bidders if the NTC Certificate can be provided during the post-qualification or during the actual delivery.

**The representative from CTI explained that after the customization, only then the Laptop can be issued a certificate by the NTC and the said document is not possible to be submitted during post-qualification.**

A prospective bidder from APTI queried if the certification is for the "module" or the "model". He further explained that it is not possible to submit the NTC Certificate during Post-Qualification if it is for the model.

**The Chairperson acknowledged and stated that the certificate should be submitted during the actual delivery. He also reiterated that it is covered by the Notarized Bidder's Certification that everything under Section VII, General and Special Specifications requirement, should be complied with during delivery.**

xxx

- Warranty

- Three (3) years warranty on both parts and labor for authorized service centers;
- One (1) year warranty on Batteries and Optical Mouse;
- Supplier shall respond within 24 hours for any technical assistance/support either telephone call, email, or site visit.

xxx

A representative from CTI queried if the required warranty for the third party Headset and External Hard Drive is also one year, the same with the Battery and Optical Mouse. Furthermore, he also inquired for the Laptop warranty if it can be "on site" for NCR and "carry-in" for regions.

**The Chairperson took note and added that a bid bulletin regarding the inquiry will be issued after discussing it with the End-user.**

BID FORMS

NO HIGHLIGHT

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:31 AM
CERTIFICATION	We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on October 3, 2019.
PREPARED BY	<p style="text-align: center;"> <u>SGD.</u>  <b>MR. ABELARDO P. GONZALEZ</b>  Provisional Member </p>
CERTIFIED CORRECT	<p style="text-align: center;"> <u>SGD.</u>  <b>ENGR. OFELIA L. ALGO</b>  Regular Member </p> <p style="text-align: center;"> <u>SGD.</u>  <b>MR. WEBSTER M. LAUREÑANA</b>  Chairperson, Bids and Awards Committee V </p>