



## MINUTES OF MEETING

05 March 2021

1:30 PM

CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE II
TYPE OF MEETING	PRE-BID CONFERENCE
PROJECT	SUPPLY AND DELIVERY OF VARIOUS IT PRODUCTS FOR THE PROCUREMENT SERVICE
REFERENCE NO.	PB No. 21-026-2
ATTENDEES	<p><b>Bids and Awards Committee II</b> Paul Jasper De Guzman Chairperson Sharon Baile Vice-Chairperson Jennefer Gemudiano Provisional Member/ PMOIC</p> <p><b>Procurement Division V</b> Niña Marie Louise Protacio Secretariat Erica Santos Ma. Angelica Hui</p> <p><b>Procurement Division IX</b> Engr. Jeff Anthony Llegue Technical Working Group</p> <p><b>Procurement Division II</b> Jessica Gapuz Observer</p> <p><b>Bidders</b> Arianne Mendiola* F1 Technologies Jeremey Casegnia* Accel Prime Tech Inc. Rick Sy* Accel Prime Tech Inc. Edna Aplan* Accent Micro Technology Inc. Ma Theresa Temeña* Advance Solution Inc. Anna Karina Fiango* Integrated Computer System Inc.</p> <p>* <i>Attended through google meet</i></p>
CALL TO ORDER	<p>The scheduled <b>Pre-bid Conference</b> started at <b>1:58 PM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p>

Having established the required quorum, the Secretariat proceeded with the discussion of the activity.

## I. BID DOCUMENTS


<b>INSTRUCTIONS TO BIDDERS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BID DATA SHEET</b>	<ul style="list-style-type: none"> <li>Representative from Accent Micro Technology Inc. asked the designated warehouse in which the items will be delivered. The Chairperson clarified that the items will be delivered in PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SCHEDULE OF REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Representative from Accent Micro Technology Inc. pointed out that the 10 calendar days for the delivery period is not enough. The Chairperson requested the bidder to submit a written clarification regarding the question to be properly addressed through the Supplemental Bid Bulletin.</li> </ul>
<b>TECHNICAL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>Representative from Accent Micro Technology Inc. asked the meaning of the PS standard numbers that is placed in one of the documents in the technical specification. The Chairperson explained that this number is just an internal reference number.</li> <li>Representative from F1 Technologies asked if it is possible to also make an offer for Flash Drives that has no light indicator or only for Flash Drive with light indicators. The Chairperson clarified that what is reflected in the technical specification are the minimum requirements which must be met, offering outside the minimum requirements can lead to disqualification.</li> <li>Representative from F1 Technologies also asked if they will only put the word comply or will they also indicate the specification of offer after the word complied. The Chairperson clarified that the prospective bidders will only cite the following: brand, model (if necessary), and statement of compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>Representative from Integrated Computer System Inc. asked as to whether the flash drive carrying strap be of the same brand. The Chairperson clarified that it is not specified but he required the prospective bidder to submit a written clarification regarding the said concern.</li> </ul>
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.

## II. TIMELINE

<b>POSTING IN PHILGEPS</b>	February 26, 2021
<b>PREBID CONFERENCE</b>	March 5, 2021 , 1:30 PM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	March 12, 2021
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	March 19, 2021, 1:30 PM

## III. OTHER DISCUSSIONS

<b>OTHER MATTERS</b>	NO OTHER MATTERS DISCUSSED.
<b>ADJOURNMENT</b>	HAVING NO OTHER MATTERS FOR DISCUSSION, THE MEETING WAS ADJOURNED AT <b>2:28 PM.</b>
<b>CERTIFICATION</b>	WE CERTIFY THAT THE FOREGOING IS THE TRUE ACCOUNT OF PRE-BID CONFERENCE CONDUCTED ON <b>05 MARCH 2021.</b>
<b>PREPARED BY</b>	Procurement Division V:  <b>SIGNATURE REDUCTED</b> <b>NINA MARIE LOUISE C. PROTACIO</b> Secretariat

CERTIFIED CORRECT

**Bids and Awards Committee II:**

SIGNATURE REDUCTED  
**JENNEFER C. GEMUDIANO**  
Provisional Member / PMOIC

SIGNATURE REDUCTED  
**SHARON Y. BAILE**  
Vice - Chairperson

SIGNATURE REDUCTED  
**PAUL JASPER V. DE GUZMAN**  
Chairperson