



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcsa.gov.ph

Minutes of Pre- Bid Conference

Procurement of Various ICT Equipment and Consumables (Batch 1)

Date: November 21, 2018 Time: 1:30 PM Place: BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
Atty. Marissa O. Medrano
Atty. John Derek N. Porciuncula

Provisional Members

Mr. Rene Relucio
Engr. Omar Bagul – Tech Expert

Permanent TWG:

Atty. Salvador Justino Occiano

Technical Working Group

Mr. Bobby Laciste
Mr. Homer Regudo
Mr. Jan Valencia

Observer:

Mr. Albert Bensali - IAS

Secretariat

Ms. Marileth S. Rodriguez
Mr. Roderick Ydel
Ms. Ava Catherine T. Ordillano
Ms. Jennifer A. Ilao

Support Group:

Ms. Erika Laine Ong
Ms. Joana Marie Perez
Ms. Daisy Barrios

Others:


Ms. Mariafer Bantilan – Advance Solution Inc.
Mr. Kent Lewis Flores – Advance Solution Inc.
Mr. Rommel Merania – Columbia
Ms. Danica Ling- AMTI
Mr. Chester Rodriguez – AMTI
Ms. Deanna Biales – Joneco Tech Marketing Corp.
Ms. Mylene Bernadino – Joneco Tech. Mktg. Corp.

Absent:

DM Jose Bernardo H. Gochoco, Jr.
DM Alegria Asuit
Ms. Marifi C. Baladad
Mr. Francis Albert Enriquez
Mr. Narciso Maniquis
Mr. Orlando Malaca
Engr. Dennis Cruz
Mr. Edison Nuguid
Ms. Ana Liza Manlapaz
Ms. Jennie R. Nabong

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Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	<p>Pre-Bid Conference for the Procurement of Various ICT Equipment and Consumables (Batch 1)</p> <p>ABC: Php 2,692,670.00</p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from Internal Audit Services and the representatives from prospective bidders.</p> <p>The Chairperson inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the Notices were presented to the Committee.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding requirements for the procurement particularly the Eligibility Requirements, the Technical and Financial Components and to allow the prospective bidders to ask clarificatory questions.</p> <p>The Secretariat headed by Ms. Marileth S. Rodriguez explained to the</p>				

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		<p>prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p> <ol style="list-style-type: none"> 1. ABC of the Procurement in the amount of Php 2,692,670.00; 2. Technical Specifications of the procurement; and, 3. Demonstration of sealing and marking of envelopes. <p>Ms. Ong demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Ms. Ong and Mr. Ydel conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the keys were enclosed in an envelope duly sealed and signed by the Committee members along with the IAS Representative, Mr. Albert Bensali.</p>				

Handwritten signatures and initials in blue ink, including a signature that appears to be 'Mmm' and another that looks like 'h' with a circled 'P' above it.

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		The Chairperson mentioned that the copy of Financial Bid Annex A was omitted in the Bidding Documents. The Committee will provide a copy of the said Annex.				
2.	Queries of the Prospective Bidders during the Pre-Bid Conference	<p>During the Pre-Bid Conference, questions related to the required attachments and the Technical Specifications were raised by the prospective Bidders which were answered by the TWG, as follows:</p> <ol style="list-style-type: none"> 1. A representative from Columbia Tech., Mr. Rommel Merania asked if the Committee can extend the delivery of the items from 30 days to 60 days for reason that some of the items are out of stocks. 2. Ms. Mylene Bernadino of Joneco Tech Marketing Corp. requested that the 3-year warranty for item No. 16 be reduced to 1 year. 	<p>After hearing the same manifestation from other prospective bidders and the comments of the TWG on the matter, the Committee agreed to extend the delivery period to 60 days of the items. The Committee to issue a Supplemental Bid Bulletin.</p> <p>The TWG maintained the 3-year warranty considering that the same was imposed in previous procurement under small value procurement.</p>			


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		<p>3. She also asked if the 15 minutes back up under Item No. 14 can be reduced to at least 3 minutes to conform to the requirements of the desktop.</p> <p>4. Mr. Rommel Merania asked for the specification for printers as indicated under: III Item No. 10, V Item No. 12 and VI Item No. 18.</p> <p>5. Ms. Mylene Bernadino inquired if the memory of the printer under IV Item No. 8 is built-in or external.</p> <p>6. Mr. Kent Lewis Flores representative from Advance Solution Inc. inquired if the of the LCD Screen of the printer can be adjusted to 2.2" minimum under Item No. 17 of Technical Specifications VI.</p> <p>7. Representative from Advance Solution Inc. inquired if windows 10 Home and not Pro.</p>	<p>The TWG and the BAC agreed to reduce from 15 minutes minimum to 3 minutes minimum back-up.</p> <p>The TWG and the BAC agreed to amend the Technical Specifications from "compatible to all OS" to "compatible to windows and MAC".</p> <p>The TWG and the BAC answered that the memory of the printer is internal and built-in.</p> <p>The Committee agreed to adjust the size from "2.2"" to "2.2" minimum".</p> <p>The TWG clarified that it is actually Windows 10 Pro not Window 10 Home.</p>			

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		<p>At the end of the Pre-Bid Conference, the prospective bidders were given a questionnaire form for their queries/questions and clarifications.</p> <p>Prospective bidders were informed that submission of possible additional questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p>	<p>The Committee will accept written queries until November 23, 2018.</p> <p>The BAC will issue corresponding Supplemental Bid Bulletins.</p>			

Pre-Bid Conference for the project was adjourned at 2:50 pm.

Prepared by:

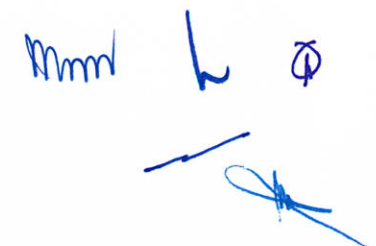


DAISY G. BARRIOS

Attested by:



MARILETH S. RODRIGUEZ
Head, BAC Secretariat




Approved:


LAURO A. PATIAG
Chairperson

(on-official-business)
ALEGRIA A. ASUIT
Member

 11/21
JOHN DEREK N. PORCIUNCULA
Member


RENE RELUCIO
Provisional Member


MARISSA O. MEDRANO
Vice-Chairperson

(on-official- business)
JOSE BERNARDO GOCHOCO, JR.
Member


OMAR BAGUL
Tech Expert