

### Minutes of Pre- Bid Conference

### Procurement of Various ICT Equipment and Devices ( Batch 2)

**Date:** December 04, 2018    **Time:** 1:30 PM    **Place:** BAC Room (3/F Conservatory Bldg., Mandaluyong City)

**Attendees:**

<p><b>Present:</b></p> <p><b>BAC Members:</b>                  AGM Lauro A. Patiag                  Atty. Marissa O. Medrano                  Atty. John Derek N. Porciuncula                  DM Jose Bernardo H. Gochoco, Jr.                  DM Alegria A. Asuit</p> <p><b>Provisional Members:</b>                  Engr. Omar Bagul – Tech Expert</p> <p><b>Permanent TWG:</b>                  Atty. Salvador Justino Occiano                  Ms. Ana Liza Manlapaz</p> <p><b>Technical Working Group:</b>                  Mr. Orlando Malaca                  Engr. Dennis Cruz                  Mr. Bobby Laciste                  Mr. Homer Regudo                  Mr. Jan Valencia                  Mr. Edison Nuguid</p> <p><b>Secretariat:</b>                  Ms. Marileth S. Rodriguez                  Ms. Marifi C. Baladad                  Mr. Roderick Ydel                  Ms. Ava Catherine T. Ordillano                  Ms. Jennie R. Nabong                  Ms. Jennifer A. Ilao                  Mr. Narciso Maniquis</p> <p><b>Support Group:</b>                  Ms. Erika Laine Ong                  Ms. Joana Marie Perez                  Ms. Daisy Barrios</p> <p><b>Observers:</b>                  Mr. Ryan Avelino - IAS</p> <p><b>Others:</b>                  Mr. Hector Peralta –Schmidt                  Ms. Mariafer Bantilan – Advance Solutions Inc.                  Mr. Jeffrey Collados – Advance Solutions Inc.                  Ms. Kit Denauto – Agile Technofrontier</p>	<p><b>Absent:</b>                  Mr. Rene Relucio                  Mr. Francis Albert Enriquez</p>
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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 Devices (Batch 2)</p> <p><b>ABC:</b> <b>Php 1,252,200.00</b></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>				

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		<p>The Secretariat headed by Ms. Marileth S. Rodriguez explained to the 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"> <li>1. ABC of the Procurement in the amount of Php 1,252,200.00;</li> <li>2. Technical Specifications of the procurement; and,</li> <li>3. Demonstration of sealing and marking of envelopes.</li> </ol> <p>Ms. Ong demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>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. Ryan Avelino.</p>				

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		The Chairperson mentioned that the Committee shall issue a Supplemental Bid Bulletin (SBB) with regards to the price modification of Bid Documents and Technical Specifications.	<p>The BAC will issue a SBB for the modification of Technical Specifications and cost of Bid Documents.</p> <p>The BAC and the TWG will make a review of the Technical Specifications in order to issue the appropriate SBB.</p>			
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> <p>1. Mr. Jeffrey Collados, a representative from Advance Solution Inc. inquired about the 30 days delivery period.</p> <p>He also asked about the requirement for desktop if PCSO is open to accept with the brand but wattage is a manufacturer standard, which is capable in supplying the requirements.</p>	<p>Answer: The TWG mentioned that the correct number of delivery period is 60 days as reflected in the Schedule of Requirements. BAC to issue SBB No. 1 for the said modification.</p> <p>Answer: The TWG agreed that branded is acceptable and required minimum 280watts True Rated or Higher.</p>	<p>TWG</p> <p>TWG</p>		

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		<p>2. Kit Denauto, representative from Agile Technofrontier, inquired on the required warranty period for branded and not branded units.</p> <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 (<a href="mailto:bac@pcso.gov.ph">bac@pcso.gov.ph</a>).</p>	<p>Answer: The TWG agreed for the 3 year service and parts warranty except for LPS and WIFI with 1 year warranty.</p> <p>The Committee will accept written queries until December 10, 2018.</p> <p>The TWG was instructed to submit a revised Technical Specifications. The BAC will issue corresponding Supplemental Bid Bulletin.</p>	<p>TWG</p> <p>BAC</p> <p>TWG</p>		

**Pre-Bid Conference for the project was adjourned at 3:50 pm.**

Prepared by:

  
**DAISY G. BARRIOS**



Attested by:

  
**MARILETH S. RODRIGUEZ**  
Head, BAC Secretariat

Approved:

  
**LAURO A. PATIAG**  
Chairperson

  
**ALEGRIA A. ASUIT**  
Member

 12/6  
**JOHN DEREK N. PORCIUNCULA**  
Member

  
**MARISSA O. MEDRANO**  
Vice-Chairperson

  
**JOSE BERNARDO H. GOCHOCO, JR.**  
Member

(absent)  
**RENE RELUCIO**  
Provisional Member

**OMAR BAGUL**  
Tech Expert