



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

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



Minutes of Pre- Bid Conference

Re-Bidding of Various ICT Equipment and Consumables (Batch 1)

Date: May 3, 2019 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Shaw Plaza Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
DM Jose Bernardo H. Gochoco, Jr.
Atty. Rosalyn C. Cortes
Atty. John Derek N. Porciuncula
DM Alegria A. Asuit

Provisional Members:

Mr. Orlando Malaca

Permanent TWG:

Atty. Eufracio Fufugal, Jr.

Technical Working Group

Engr. Dennis Cruz
Mr. Jan Fermin Valencia
Mr. Bobby Laciste
Mr. Artemio Hernandez

Secretariat:

Mr. Roderick A. Ydel
Ms. Jennie R. Nabong
Ms. Ma. Catherine Reyes

Support Staff:

Ms. Erika Laine Ong
Ms. Joana Marie Perez

Observer:

Mr. Albert C. Bensali – IAS

Others:

Ms. Mylyn Bernardino – Joneco Tech Marketing Corp.
Mr. Jervin F. Puso – Quartz Business Products Corp.
Mr. Julius Umadhay – Richmark Computer Sales and Services
Mr. Mark Ting – Quartz Business Products Corporation
Mr. Kit Denauto – Agile Techfrontier
Ms. Donna Magrare – S1 Technologies Inc.

Absent:


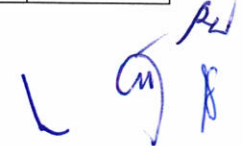
Ms. Marileth S. Rodriguez
Ms. Marifi Baladad
Mr. Francis Albert Enriquez
Ms. Jennifer A. Ilao
Mr. Narciso Maniquis
Ms. Ava Catherine T. Ordillano
Mr. Rene Relucio
Mr. Edison Nuguid

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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 Re-bidding of Various ICT Equipment and Consumables</p> <p>ABC: Php 4,191,500.00</p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from the 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 and to allow the prospective bidders to ask clarificatory questions.</p> <p>Ms. Jennie R. Nabong explained to the prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p>			1:30	

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					Time Start	Time End
		<ol style="list-style-type: none"> 1. ABC for the procurement in the amount of Php 4,191,500.00; 2. Technical Specifications of the Procurement; and, 3. Demonstration of sealing and marking of envelopes. 4. The corrected deadline of submission and opening of bids which was not reflected in the bidding documents <p>Ms. Nabong conducted the sealing of the bid box that shall be used for the said project.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the key was enclosed in an envelope duly signed and sealed by the Committee along with the IAS Representative, Mr. Albert Bensali.</p>	The Committee agreed to issue Supplemental Bid Bulletin No. 2 to inform the prospective bidders of the modification in the deadline of Submission and Opening of Bids.	BAC		
2.	Queries asked by the Prospective Bidders during the Pre-Bid Conference	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:				

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		<p>1. A representative from Jonesco Tech Marketing Corp., Ms. Mylyn Bernardino asked if the Committee can extend the delivery of the items from 30 day/s to 60 day/s for reason that some of the items of the same brand are out of stocks for bulk orders?</p> <p>2. She also asked if the output resolution for documents scanner can be adjusted?</p> <p>3. Mr. Julius Umadhay of Richmark Computer Sales and Services asked if the description under Schedule of Requirements for "All-in-one Desktop PC Set (Power User) can be modified?</p> <p>4. He also inquired if the three (3) sets of additional ink supply under Item No. 16 can be reduced to one (1) piece?</p>	<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 day/s of the items. The Committee to issue a Supplemental Bid Bulletin.</p> <p>The TWG and the BAC agreed to adjust the resolution. The Committee to issue a Supplemental Bid Bulletin.</p> <p>The TWG and the BAC agreed to simplify the description. The same was properly addressed thru Supplemental Bid Bulletin No. 1</p> <p>The TWG and the BAC agreed to amend the Technical Specifications. The same was also included in the SBB.</p>	<p>BAC/TWG</p> <p>BAC/TWG</p> <p>BAC/TWG</p> <p>BAC/TWG</p>		

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		<p>5. Likewise, he asked if the indicated (3) Sets additional Color Toner Cartridge Supply can be reduced to One (1) Set additional only?</p> <p>6. Mr. Umadhay also asked if the Official Receipt can be accepted as proof for the renewal of Tax Certificate?</p> <p>At the end of the Pre-Bid Conference, the Chairperson inquired from the Legal Officer until when can the BAC receive written queries from the prospective bidders.</p> <p>Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (bac@pcso.gov.ph).</p>	<p>The BAC answered a copy of PhilGEPS platinum membership is enough attachment during the bid opening. Validation of the other required documents shall be done during the Post-qualification.</p> <p>The Committee will accept additional written queries until May 6, 2019.</p> <p>Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled bid opening on May 15, 2019.</p>	BAC/TWG		2:21


Pre-Bid Conference for the project was adjourned at 2:21p.m.

Prepared by:


DAISY G. BARRIOS


 

Attested to by:


MARIFI C. BALADAD
BAC Secretariat

Approved:


LAURO A. PATIAG
Chairperson, BAC


ALEGRIA A. ASUIT
Member, BAC


ROSALYN C. CORTES
Member, BAC

RENE RELUCIO
Provisional Member


JOSE BERNARDO H. GOCHOCO, JR.
Vice-Chairperson, BAC

JOHN DEREK N. PORCIUNCULA
Member, BAC


ORLANDO MALACA
Technical Expert