



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Installation, Systems acquisition and activation of Turnstile
Access System**

Contract No. 2018-07/Goods

April 11, 2018 at 2:00 p.m

Venue : USEP-RDE Conference Room,
Obrero Campus, Davao City

Approved ABC : PhP. 4,000,000.00

Present were:

Bids and Award Committee:

Dr. MARLYN D. BITON	-	Chairperson
Dr. ANNWEDA C. MINA	-	Vice Chair
Dr. EDELIZA S. GONZALES	-	Member
Dr. EMILIA P. PACOY	-	Member
Dr. MAYCHELLE M. NUGAS	-	Member
Dr. REYNILO D. GARCA	-	Member
Ms. MA. LUISA B. FAUNILLAN	-	Member/VPAdmin

BAC Secretariat:

Ms. OLIVIA D. ESTREMOS	-	Chairperson
Ms. RESTITUTA MACARAYO	-	Member
Ms. MA. LUZ M. SERAFICA	-	Member
Ms. MELANIE PAGKALIWAGAN	-	Member

TWG/END-USER /OBSERVER:

Engr. ROBERTO CANDA	-	TWG/Electronics/Computer
Mr. RICARDO ATANGAN, JR.	-	COA-Observer
Ms. NORA DELA VIÑA	-	Procurement Head
Mr. ROLANDO VILOTES	-	Faculty

BIDDER:

1. Ms. DESIREE D. DALDE	-	Unicenter Communication
2. Mr. Oliver Feliciano	-	NTEK System
3. Mr. Cloyd Cunanan	-	ELID
4. Ms. Esther N. Doloritos	-	ALL CARD
5. Ms. Antonette Venzon	-	ALL CARD
6. Ms. Nova Jane Agulo	-	ALL CARD
7. Mr. Joey Dela Cruz	-	Unicenter Communication
8. Mr. Arnel Insigne	-	Unicenter Communication

Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 2:00 o'clock in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Observers & Bidders.

Dr. Biton informed the prospective bidders on the manner by which the pre-bid conference is conducted depends on the discretion of the BAC. However, several events need to take place in the conference, namely:

1. The presentation by the BAC of the eligibility requirements as well as the technical and financial components of the contract to be bid, the evaluation procedure, evaluation criteria, and possible causes of failure of the bidding.

2. The BAC chairperson shall also discuss the requirements in the ITB, the replies to the bidders' queries about the requirements, specifications and other conditions of the project, the bid evaluation of all bidders and post qualification evaluation of the lowest calculated bidder. Emphasis should also be given to the warranty requirement of the project and the different offenses and penalties provided for in IRR-A of R.A. 9184. Under Section 22, 2016 IRR, the Pre-bid Conference, as one major requirement in the conduct of public bidding, is now structured in such a manner that it will provide the procuring entities and prospective bidders clear guidelines when to conduct pre-bid conference, and more importantly, it provide an avenue for clarification of some gray areas or cloudy matters of a certain procurement project, thereby enhancing an effective and efficient procurement process.

In Section 22.1. the approved budget of the contract (ABC) is used as the determining factor as to whether or not conduct a pre-bid conference. For contracts to be bid with an ABC of One Million Pesos or more, it is a mandatory requirement that at least one pre-bid conference should be convened. If it is less than 1 Million Pesos, it will be discretionary upon the Bids and Awards Committee (BAC), but if the prospective bidders deemed it necessary, then they can make a written request to the BAC to conduct a pre-bid conference.

The pre-bid conference for the project: **Installation, Systems acquisition and activation of Turnstile Access System** With an ABC amounting to Four Million Pesos (PhP. 4,000,000.00) held at the USEP-RDE Conference Room was called to order at 2:00 o'clock p.m of 25th day of April, 2018.

I. PACKAGING OF THE PROJECT :

SEALING AND MARKING OF BIDS

Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding documents must be in a manner that the Technical Component of the Bid (First Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL COPY".

Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

II. CHECKLIST OF REQUIREMENTS FOR BIDDERS

1. Eligibility Requirements (Legal, Technical, Financial Documents)

Dr. Biton briefly discussed the Checklist of Requirements for Bidders on which she read the documents to be included inside the first envelope: the legal documents, which should include the following:

- a) DTI business name registration or SEC registration certificate, whichever is appropriate;
 - b) Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; other appropriate licenses as may be required; BIR tax clearance.
2. For the technical documents the following were briefly explained:
- a) Bid Security wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
 - b) Bidding Documents Fee wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
 - c) Authority of Signatory/Representative; Omnibus Sworn Statement wherein it must be notarized;
 - d) Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, supported with the project requirements; the summary sheet of lots; site inspection certificate issued by the end-user; valid and current PCAB license and registration. Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR;
 - e) Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR; and the computation of the Net Financial Contracting Capacity (NFCC)

Dr. Biton reminded the prospective bidders to take note of the needed supporting documents: *List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started Statement of all Completed Government & Private Construction which are similar in nature.* For standard forms:, it must be supported with the following documents: 1) Notice of Award issued by the owners, 2) Notice to Proceed issued by the owners, and/or 3) Certificate of Accomplishment signed by the owner or Project Engineer; it must be supported with the following documents: 1) Contract, 2) CPES rating sheets (for Government construction) and/or Certificate of Completion (for Private construction) and 3) Certificate of Acceptance

Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **April 25, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at 2:00 p.m. opening shall shortly follow.

THE TECHNICAL WORKING GROUP REPRESENTATIVE

The TWG represented by Engr. Roberto Canda discuss on the technical specifications on the Installation, Systems acquisition and activation of Turnstile Access System as follows:

Turnstile Specifications

Turnstile with Controller (Hardware)

- Supports unidirectional and bidirectional usage
- Automatic lock and reset of tripod arm after each entry/exit
- Designed for heavy duty operations ensuring durability and protection from overheat and overload
- Has a compact design providing enough space to place various peripherals (e.g. card reader, LED display, controller components, etc.)
 - Built-in automatic drop arm feature in case of power failure or emergency situations to allow unrestricted passage
- Has direction LED indication
- Mechanical override switch
- Suitable for indoor and outdoor deployment
- Include Card Reader for Admin Registration with the given specification: Dual interfaced PC linked reader that can read and write to contactless smart card and ISO transmission mode complaint

**5 Turnstile with Controller Components
2 Tapping Stations*

(Software) With Admin Interface capable of the following features:

- Create/update system user information and assign/manage access rights for every user.
- Reset password for user account.
- Set-up and define the organizational structure of the school via registration of campus information, educational information (e.g. year level, section, college, course), employee information (department, position), and area/gate information.
- Individual and by batch registration and system enrollment of cardholder information (import function)
 - With filter fields to search and display existing records of enrolled card users.
- System is capable of integration with different data capture device (e.g. camera, signature tablet, fingerprint scanner) for real time capture of photo, electronic signature, and/or biometric information of the card user.
 - Assign record of card user to the corresponding physical cards upon registration
- Activate and deactivate the cards based on the reported status usage (e.g. lost/stolen, damaged cards which can be done even without cards)
- Assign and update the expiration date information as part of the management of the status of the cards that can be done even without the card
- Can handle either blacklisting or whitelisting of cards at the terminal level

- Terminals are able to handle anti-pass back function
- Register and assign terminals to the registered areas
- System is able to authenticate terminals so that only registered and valid units are able to do transaction within the system
 - Terminals are configurable (e.g. change of direction - in vs. out, status of activity - active vs. inactive)
 - Create and update personal notification message for each card user which will be shown at the displays deployed at the gate areas.
 - Create and update announcement for the public information which will be shown at the public displays deployed at the gate areas.
 - Generate reports to provide information on attendance, card status, audit trail for user activity within the system, such as records of existing card users, log (in and out) history at real-time basis.
 - Able to download and export generated reports in MS Excel format
 - System is capable of integration with SMS broadcast application
 - System is capable of handling visitor's management procedure
 - System is capable of integration with other application via view table

Administrator Server Computer

- Operating System: Windows Server 2012 Foundation Edition, English, ROK
- Processor: Intel Xeon Processor E3-1220v3, 3.10GHz, Turbo, 4C/4T, 80W
- Memory: 8GB (2x4GB), 1600 MHz LV Single Rank UDIMMS for 1 processor, 4 DIMM slots Support upto 32GB
- Hard Disk: 1 TB, 3.5 inch, 7.2 RPM SATA II Non hotplug with built-in LAN, keyboard, casing and mouse
- Monitor: 19" LED
- Power Supply: 800 Watts
- UPS: 1000 VA/800 Watts

OPEN FORUM/QUERIES/CLARIFICATIONS:

The BAC Chair asked the body for clarifications and queries

Dr. Biton informed the body that the representative from KMS Ms. Karen will present the scope of the project.

Ms. Karen staff from KMS informed the body that initially the project started at Obrero campus with an ABC of 3 Million but the PDD's cost estimates is more 3 Million showing the materials take off & cost estimates.


Dr. Biton mentioned that in order for the BAC to fully understand the technical specification of the project it is better that the KMS need to stimulate during the prebid. She emphasized to the winning bidder will coordinate to the PDD with regard to turnstile infra project.

The BAC chair, said that TWG should review the technical specifications thoroughly and informed the body to really check and see to it the that proposed project was included in the PPMP and the APP 2018 to avoid problems.

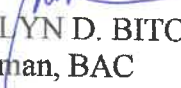
Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 2:30 p.m.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


MARLYN D. BITON
Chairman, BAC