



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Procurement Conference

Project: **Procurement of Netbook Units**

Contract No. 2020-02/Goods

July 2, 2020 at 3:00 P.M

Venue: Via Goggle Meet ()

ABC: PhP. 8,750,000.00

Present were:

Bids and Award Committee:

Dr. Reynilo Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Dr. Jose Alther Rivera	-	Member
Dr. Danilo G. Galarion	-	Member
Ms. Rhinna M. Saan	-	Alternate Member
Ms. Nimfa V. Maniscan	-	Alternate Member

BAC Secretariat/BAC Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Melanie Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff

VPAD:

Ms. Ma. Luisa B. Faunillan	-	Vice President for Administration
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TWG:

Engr. Ariel G. Pabilona	-	TWG ICT/IT Equipment
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A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order at 3:00 in the afternoon. He also acknowledged the presence of the BAC members, BAC Secretariat, TWG and the VPAD.

The BAC Chair declared quorum with four (4) BAC Members. BAC Chairman, Dr. Garcia informed the body that the purpose of the pre procurement is to discuss all

49 aspects of a specific procurement activity of the project which includes the technical
50 specifications, the Approved Budget for the Contract (ABC), the applicability and
51 appropriateness of the recommended method of procurement and the related
52 milestones, the bidding documents, and availability of the pertinent budget release for
53 the project.

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55 *He emphasized that for those projects involving an ABC amounting to more than Two*
56 *Million Pesos (P2 Million), a pre procurement conference is conducted to determine*
57 *the readiness of the Procuring Entity to procure goods and services in terms of the*
58 *legal, technical and financial requirements of the project. More specifically, it*
59 *ensures that the procurement will proceed in accordance with the PPMP and APP,*
60 *confirms the availability of appropriations and programmed budget for the contract,*
61 *and reviews all relevant documents in relation to their adherence to the law. (IRR-A*
62 *Section 20).*

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- 64 *1. Ensure that the procurement is in accordance with the PPMP and APP.*
- 65
- 66 *2. Determine the availability of the appropriations and programmed budget for the*
67 *contract;*
- 68
- 69 *3. Determine the state of readiness of the pertinent budget release (e.g., ABM or*
70 *SARO);*
- 71
- 72 *4. Review, modify and agree on the criteria for eligibility screening, and ensure that*
73 *the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are*
74 *written in such manner; (IRR-A Section 20.1.3)*
- 75
- 76 *5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and*
77 *ensure that the said criteria are fair, reasonable and applicable to the procurement at*
78 *hand;*
- 79
- 80 *6. Review, modify and agree on the acceptable minimum specifications and other*
81 *terms in the bidding documents;*
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- 83 *7. Review the PPMP, including the milestones and the method of procurement for the*
84 *procurement at hand;*
- 85
- 86 *8. Reiterate and emphasize the “no contact rule” during the bid evaluation process,*
87 *and the applicable sanctions and penalties, as well as agree on measures to ensure*
88 *compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*
89 *the “no contact rule”.); and ensure that the requirements of the goods and services to*
90 *be procured are in accordance with an Approved Budget Contract (ABC)*


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92 **B. Presentation of Technical Specifications**


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94 Ms. Faunillan, Vice President for Administration presented the detailed technical
95 specifications of the **Procurement of Net Book Units, USEP Obrero Campus,**
96 **Davao City.** She presented the following technical Specifications:
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VIII. SPECIFICATIONS

- Intel Celeron N41000U
- 512 GB M. HDD
- * 14" Screen Display
- * Windows 10

Prepared by: 
RHINNA M. SAAN
Director, RMD

Funds Availability: 
ROLANDO B. ENRIQUEZ
Finance Director

Reviewed by: 
MA. LUISA B. FAUNILLAN
Vice President for Administration

C. Comments and Suggestions:

Engr. Pabilona stated that the specification presented is considered as a low quality of netbook unit which is an Intel Celron N41000U and he suggested that it should be Intel Processor. Ms. Saan asked the body if they could have a seventeen thousand five hundred pesos approved budget cost per net book units. Ms. Faunillan acknowledged that they could limit the abc up to seventeen thousand five hundred pesos per net book unit.

Engr. Pabilona also suggested that the specification of net book should be 512 GB M. SSD with 4GB RAM instead of 512 GB M. HDD. Ms. Faunillan recommended the BAC to specify 11.6 to 14 screen size of Net book unit with same quality for other specification because screen size could be a factor for a cheaper quotation of the participating suppliers. At the end, they come up with this specification as follows:

NetBook Specs	
Hard Drive Capacity	500 GB, SDD
RAM Size	4 GB
Screen Size	11.6" to 14"
Processor	Intel Processor, minimum 2-3GHz
Display Resolution	1366 x 768
Operating System	Windows 10
Estimated Cost Price	P 17,500

D. Adjournment:

Dr. Rivera moved for the adjournment of this meeting and was seconded by Dr. Galarion. With no further instructions from the BAC and clarifications from the body, the Pre-procurement Conference was adjourned at 3:40 pm.

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Prepared by:



OLIVIA B. ESTREMOS
BAC Secretariat Head

Approved by:



REYNILO D. GARCIA
BAC Chairman/Goods