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4 **University of Southeastern Philippines**  
5 *Bids and Awards Committee*

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7 **Minutes Pre-Procurement Conference**

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9 **Project: Procurement of ICT Equipment (Hardware & Software Services) for**  
10 **USEP-SDMD Obrero Campus, Davao City**

11 Contract No. 2020-06/Goods

12 August 28, 2020 at 2:30 p.m

13 Venue : Via Goggle Meet (gyi-wmae-gsx)

14 ABC : PhP. 5,260,000.00

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16 **Attendance:**

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18 **Bids and Award Committee:**

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20 Dr. Reynilo D. Garcia - Chairperson  
21 Dr. Reynaldo M. Nogodula - Vice Chairperson  
22 Dr. Jose Alther Rivera - Member  
23 Ms. Nimfa V. Maniscan - Alternate Member

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25 **BAC Secretariat/BAC Staff:**

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27 Ms. Olivia D. Estremos - BAC Secretariat Head  
28 Ms. Melanie C. Pagkaliwagan- BAC Secretariat member  
29 Mr. Alfred Torre - BAC Staff

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31 **TWG:**

32 Engr. Ariel Pabilona - TWG ICT/IT Equipment

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34 **End User:**

35 Dr. Ariel Reyes - Director Research Division  
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**A. Proceedings:**

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order at 3:30 in the afternoon. He also acknowledged the presence of the BAC members, BAC Secretariat, TWG and End-Users.

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

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

- 1. Ensure that the procurement is in accordance with the PPMP and APP.*
- 2. Determine the availability of the appropriations and programmed budget for the contract;*
- 3. Determine the state of readiness of the pertinent budget release (e.g., ABM or SARO);*
- 4. Review, modify and agree on the criteria for eligibility screening, and ensure that the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are written in such manner; (IRR-A Section 20.1.3)*
- 5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and ensure that the said criteria are fair, reasonable and applicable to the procurement at hand;*
- 6. Review, modify and agree on the acceptable minimum specifications and other terms in the bidding documents;*
- 7. Review the PPMP, including the milestones and the method of procurement for the procurement at hand;*
- 8. Reiterate and emphasize the “no contact rule” during the bid evaluation process, and the applicable sanctions and penalties, as well as agree on measures to ensure compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*

97 the “no contact rule”.); and ensure that the requirements of the goods and services to  
 98 be procured are in accordance with an Approved Budget Contract (ABC)  
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100 **B. Presentation of Technical Specifications**

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 102 Dr. Reyes (KMD Director/End-user) presented the detailed technical  
 103 specifications of the **Procurement of ICT Equipment (Hardware & Software**  
 104 **Services) for USEP-SDMD Obrero Campus, Davao City**. He presented the following  
 105 technical specifications:  
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<b>Procurement of ICT Equipment (Hardware &amp; Software Services) for USEP-SDMD Obrero Campus, Davao City</b>		
<b>Technical Specifications of ICT Equipment (Hardware &amp; Software Services):</b>	<b>Quantity</b>	<b>ABC</b>
<b>1. High Volume and Precision Document Scanner:</b> B&W / Grayscale / Color - Simplex / Duplex - 60-sheet capacity ADF - Up to 45ppm - Up to 600 dpi resolution - Up to A4 & Legal size - Duty Cycle:4,000 per day - Double feed detection, Advanced text enhancement, Skip blank page, Prescan, Auto paper detection, Deskew, Text orientation recognition, Folio scanning - CaptureOnTouch, CapturePerfect, Ethernet Connectivity	<b>4 Units</b>	<b>PhP. 200,000.00</b>
<b>2. Android/Smart TV:</b> LED Smart TV 50" with atleast 2 HDMI ports, component connectivity, USB ports, ethernet connectivity, wifi capable, and with Wall Mount	<b>3 Units</b>	<b>PhP. 150,000.00</b>
<b>3. Photocopying Machine (for Legal, A4 up to A3 Document Format):</b> Heavy Duty Photocopier Machine; Copier, Printer, Scanner; Copy speed of atleast 22 copies per minute for A4; paper size upto A3; Continuous copying upto 999; zoom range 25 to atleast 400%; with document processor, interrupt copy function, electronic sort function.	<b>1 Unit</b>	<b>PhP. 67,500.00</b>
<b>4. 3 in 1 Wireless/Duplex with ADF Printer:</b> Print, Scan, Copy, Fax with ADF; With atleast having the following specifications: 4,800 x 2,400 dpi resolution, 2.8 p ink droplet volume, print speed for draft text 32 ppm/20 ppm and photo 42 sec per photo, automatic 2 sided printing, B&W and Colored A4 copy speed 16 ipm/8.8 ipm, copy resolution 600 x 600 dpi , scan area 297.18 x 431.8 mm; ADF support 64-95 g/m2 at least 35 pages capacity; Support paper size A3+, A3, A4, A5, A6, B4, B5, Legal, Letter, Half Letter, 5 x 7 " , 4 x 6 " , 3.5 x 5 " and 329 x 1200 mm; 3 paper trays atleast 250 sheets capacity A4 plain paper 80 g/m2 20 sheets premium glossy photo paper; Ethernet Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct, and USB interfaces.	<b>1 Unit</b>	<b>PhP. 16,000.00</b>
<b>5. Firewall:</b>		

<p>High Performance appliance based Firewall that facilitate multi-application environment and with the following minimum specifications: Provide a HTTP, HTTPS, SSH, Telnet, SNMP based management console, shall be in the Leaders' Quadrant of Gartner Magic Quadrant for the last 5 consecutive years, support ICSA and compliance certifications, capable of clustering multiple NGFWs together into a redundant and highly available stateful configuration without extra license cost, support LACP to achieve higher bandwidth, support WAN load balance, shall support Dynamic Routing Protocol for RIP1 &amp; 2, OSPF, OSPFv3, BGP4, ISIS, support Static, Policy Based, and Multicast routing, shall support 3rd party authentication servers, support recommended SD WAN rules by parties such as NSS Labs, support deployment modes NAT/Route and Transparent, support Central NAT, ready for Sandboxing Integration either cloud or on premise, antivirus, antispam, ips, and web filtering must be available to all policies, support per policy SSL/SSH decryption &amp; inspection, support SSL offloading, support SSL content inspection, support QoS Policy-based/Traffic shaping, support network traffic classification, allow dynamic updates of the application without service restart or reboot requirement, comply/support industry standards IPSEC, and SSL VPN without additional external solution, hardware or modules, must have built-in hardware VPN acceleration to support IPSEC (DES, 3DES, AES) encryption/decryption, SSL encryption/decryption, supports Policy and Route base VPN, support MD5 or SHA 1 authentication and data integrity, Supports NAT Traversal, Supports Extended Authentication, Supports Hub and Spoke architecture, supports virtual Extensible LAN (VXLAN), support Web and Tunnel Mode VPN, support at least 52 Gbps Firewall Throughput, support at least 14 Gbps Application Control Throughput, support at least 10 Virtual Firewalls, support at least 5 Gbps NGFW Throughput, support at least 6 Gbps IPS Throughput, support at least 4 Gbps Threat Protection Throughput, support 2x Hardware Accelerated 10 GE SFP+ Slots, support 16x Hardware Accelerated 1 GE SFP Slots, support 16x Hardware Accelerated GE RJ45 Ports, support 1x 256 GB SSD onboard storage, support Redundant Power Supply, 256 GB SSD Onboard Storage, 16 Hardware Accelerated GE RJ 45 ports, 2 GE RJ45 management/HA ports, USB ports, hardware accelerated 10 GE SFP+Slots, hardware accelerated GE SFP Slots, 6 Gbps IPS Throughput, 4 Gbps Threat Protection Throughput, 3 microsecond Firewall Latency (UDP, 64 bytes), 49.5 Mpps Firewall Throughput, 11 Million Concurrent Sessions (TCP), 100,000 Firewall Policies, 3.6 Gbps SSL-VPN Throughput, 5 Gbps SSL Inspection Throughput, 800,000 SSL Inspection Concurrent Sessions, 14 Gbps Application Control Throughput, Active-active high</p>	<p><b>1 Unit</b></p>	<p>PhP. 3,000,000.00</p>
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availability configuration, Active-Passive high availability configuration, Clustering high availability configuration, Rack Mount, 100–240V AC, 50–60 Hz AC Power Supply, Hot swappable redundant power supply. Scope of work should include installation upto latest security update, deployment, post installation evaluation and validation, testing, configuration summary documentation, knowledge transfer through technical training.		
<b>6. Switch:</b> Layer 3 Port Gigabit PoE+Managed Switch , 28 Ports	<b>8 Units</b>	<b>PhP. 408,000.00</b>
<b>7. Access Point Router:</b> AP, AC Long Range Wireless Access Point; Preferably: Ubiquiti, Unifi for system compatability	<b>11 Units</b>	<b>PhP. 170,500.00</b>
<b>8. Server:</b> (Dual Rank) 2666MT/s Storage: 1.2 TB (4 x 300 GB) SAS 12G Enterprise 15K SFF Hard Disk Drive; Form Factor: 2.5 inch Power Supply: 2 x 500W Flex Slot Platinum Hot Plug Low Halogen Optical Drive: 9.5mm SATA DVD-RW G9 Optical Drive Others: Display Port/USB/Optical Drive Blank Kit, Sliding Rails With Cable Management Arm	<b>2 Units</b>	<b>PhP. 940,000.00</b>
<b>9. Laptop:</b> Processor : 8th Generation Dual Core 1.8 GHz Base Frequency, 4.6 GHz Turbo Frequency, 8MB L2 Cache ; Graphics : Integrated UHD Graphics; Display : 15.6-inch LED-backlit FHD (1920 x 1080) anti-glare; Memory : 16GB DDR4 RAM; Storage : 512 GB PCIe SSD; Camera: HD Infrared webcam; Connectivity : Dual-band 802.11 ac compatible Wi-Fi, Bluetooth Wireless 5.0 technology; I/O Ports: 1 x USB 3.1 Gen 2 Type-C, 1 x USB 3.1 Type-A, 1 x USB 3.0 Type-A, 1 x Standard HDMI, 1 x SD Card Reader; OS : 64-bit OS	<b>4 Units</b>	<b>PhP. 308,000.00</b>

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**C. Comments and Suggestions:**

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The BAC Chair asked the body for clarifications and queries based on the presentation given by the end-user. Dr. Garcia asked the KMD Director Dr. Reyes if the Firewall is a Software or a Hardware device. Dr. Reyes answered that it is a Hardware and it includes a software and licenses. Dr. Garcia also asked Dr. Reyes if a One (1) Supplier could provide all of those items included in the Purchase Request presented. Dr. Reyes replied that he has doubt that a lone Supplier could provide those items. Ms. Pagkaliwagan suggested that the Procurement of the items included in the Purchase Request presented should be Itemize instead of procuring it per lot.

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Ms. Estremos clarified that the payment of the Bidding document will follow on the standard rate indicated in RA 9184 and the amount will be based on the approved budget contract & the bidder can select which items they will provide because it is per item not per lot. Dr. Garcia asked Dr. Reyes of what will be the preferred number of days for the delivery of supplies/equipment that are intended for this project. Dr. Reyes answered that base on the PPMP it is Two (2) months (60 days). Dr. Garcia suggested

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125 that during the Pre-bid we could present it to comply the delivery within Forty Five  
126 (45) calendar days, but if ever they will request for extension of delivery then we could  
127 extend it not more than Sixty (60) days. Prof. Molina suggested that the BAC should  
128 require the Bidder to attach a brochure on their Technical documents to have a quality  
129 assurance with the items they offered, and it has been approved by the BAC Chair.

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131 **D. Adjournment:**

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133 With no further instructions from the BAC and clarifications from the body, the  
134 Pre-procurement Conference was adjourned at 3:35 pm.

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137 Prepared by:

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141 **OLIVIA D. ESTREMOS**

142 BAC Secretariat Head

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147 Approved by:

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150 **REYNILO D. GARCIA**

151 BAC Chairman/Goods

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