



University of Southeastern Philippines
Bids and Awards Committee

MINUTES PRE-BID CONFERENCE

Project: Procurement of Consolidated ICT Office Equipment & Materials

Contract No. 2018-28/Goods (Rebid)

January 04, 2018 at 02:00 pm

**Venue: USEP Dormitory Conference Room,
Obrero Campus, Davao City**

ABC: PhP. 4,088,010.00

Present:

Bids and Award Committee:

| | | |
|------------------------|---|----------------------|
| Dr. Annweda C. Mina | - | BAC Vice Chair |
| Dr. Emilia P. Pacoy | - | Member |
| Dr. Reynilo D. Garcia | - | Member |
| Dr. Maychalle M. Nugas | - | Member |
| Dr. Reynaldo Nogodula | - | BAC Alternate Member |
| Ms. Rioliza Molina | - | BAC Alternate Member |

BAC Secretariat:

| | | |
|---------------------------|---|----------------------|
| Ms. Olivia D. Estremos | - | BAC Secretariat Head |
| Ms. Restituta D. Macarayo | - | Member |
| Ms. Ma. Luz Serafica | - | Member |
| Ms. Emmele L. Embat | - | Member |

BAC Staff:

| | | |
|-------------------------|---|-----------|
| Ms. Xyril Grace Bete | - | BAC Staff |
| Ms. Paulene Rose Pama | - | BAC Staff |
| Mr. Teodorico C. Tinaco | - | BAC Staff |
| Mr. Alfred B. Torre | - | BAC Staff |

Procurement unit:

| | | |
|---------------------------|---|-------------------|
| Ms. Nora De la Vifia | - | Procurement Head |
| Ms. Ma. Charlot A. Tinaco | - | Procurement staff |

TWG:

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Observer: Mr. Ariel Pabilona - TWG/ICT
None

Bidder:
Mr. Paulo Mangahas - Account Executive, Photopro
Ms. Edelyn C. Molina - Ultrium Corp., Sales Rep.
Mr. Edgar Allan Olivo - Digital Sol. & Supply, Sales Rep.

A. Proceedings:

Upon declaration of a quorum, the BAC Vice Chair Dr. Mina called the meeting to order with five (5) BAC members attended at 2:00 o'clock in the afternoon. She also acknowledged the presence BAC Secretariat Members, TWG and the end-users.

B. Reading of Minutes

Dr. Biton read the minutes of the previous meeting Pre procurement conference for the Procurement of Consolidated ICT Office Equipment & Materials. Dr. Garcia moved for the approval of minutes and seconded by Dr. Nugas.

C. Rationale :

BAC Vice Chair, Dr. Mina, informed the body that the BAC conducted the pre-bid conference for the project with an Approved Budget for the Contract (ABC) of PhP 4,088,010.00.

Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

D. PACKAGING (SEALING AND MARKING OF BIDS)

Dr. Biton informed the bidders regarding the Eligibility Requirements:

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased. All submitted documents, including *copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified.* It would also be advisable if the bidder will bring the original copies of the documents submitted.

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98 Likewise, any missing documents as required in the checklist is a ground for rejection
99 of the bid

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101 **Bidders Responsibilities 6.2(f)**

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103 *“ensuring that each of the documents submitted in satisfaction of the bidding*
104 *requirements is an authentic copy of the original, complete and all statements and*
105 *information provided therein are true and correct”*

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

114 Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall
115 each have two duplicate copies marked “Copy-1” and “Copy-2”. Copy-1 of the FIRST
116 ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in
117 another envelope marked “FIRST DUPLICATE COPY” while Copy-2 of the FIRST
118 ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also
119 in another envelope marked “SECOND DUPLICATE COPY”. The ORIGINAL
120 COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed
121 envelopes must be packaged in one sealed mother envelope/package

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123 *Philgeps Certificate of Registration and Membership*

124 Section 8.5.2 - All bidders shall upload and maintain in PhilGEPs a current and
125 updated file of the following Class “A” eligibility documents under Sections 23.1(a)
126 and 24.1(a):

127 Registration Certificate;
128 Mayor’s/Business Permit or its Equivalent Document;
129 Tax Clearance;

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131 *Audited Financial Statements.*

132 For foreign bidders participating in the procurement by a Philippine Foreign Service
133 Office or Post, they shall submit their eligibility documents under Section 23.1, 2016
134 IRR of RA 9184.
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136 *E. Eligibility Requirement for Infra under:*

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138 *Class A Documents*

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140 *1. DTI/SEC/Cooperative Development Authority (CDA) Registration*

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2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. NFCC*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in an equivalent amount of **PhP 81,760.20**, if the bid security is in the form of a Surety Bond, it should be **5% of the ABC** or in an equivalent amount of **PhP 204,400.50**

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the "LOWEST CALCULATED AND RESPONSIVE" Bid had already been determined.

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SEALING AND MARKING OF BIDS

- The bidder shall submit three copies of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.

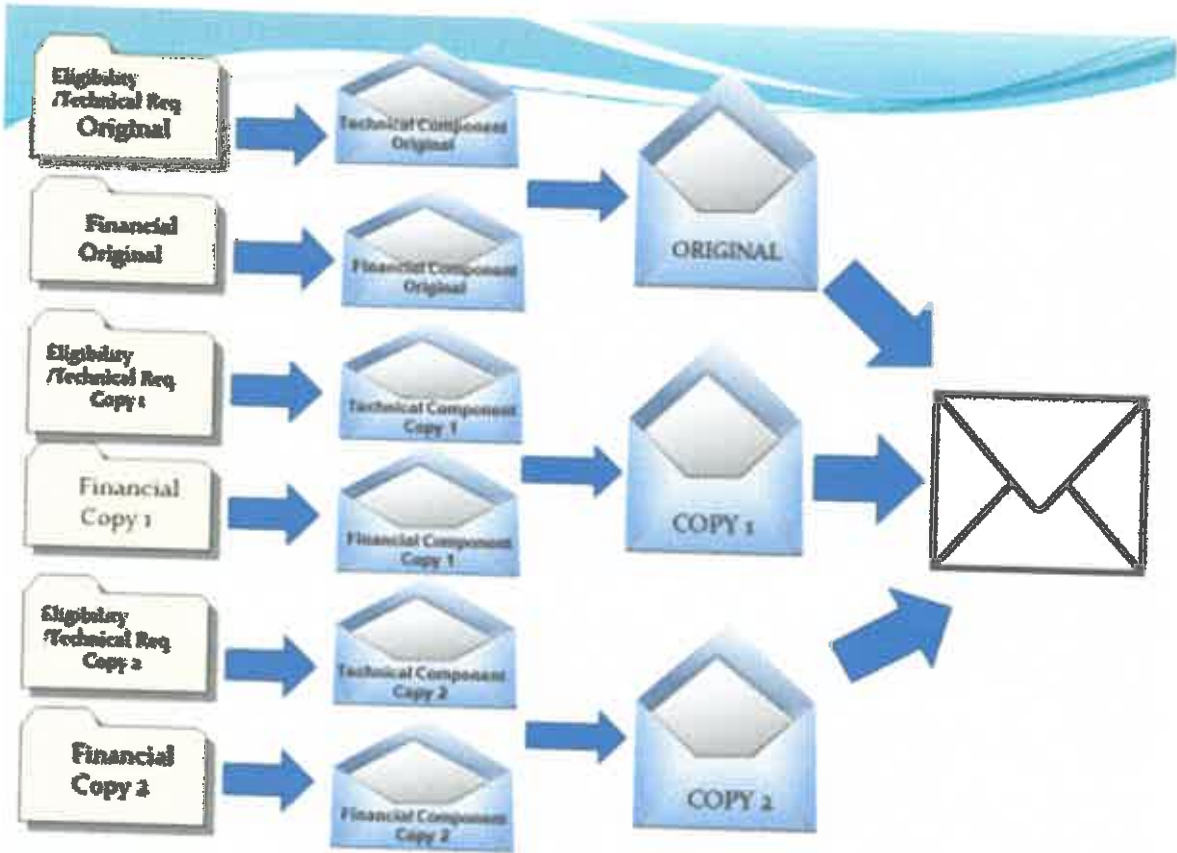


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



The folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT” and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope marked as “ORIGINAL BID”
The same is done to copy 1 and copy 2.

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All envelopes shall :

- Contain the name of the contract to be bid in capital letters;**
- Bear the name and address of the Bidder in capital letters;**
- Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;**
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and**
- Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in accordance with ITB Clause 21.**

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

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290 **F. Deadline for Submission and Opening of Bids**
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292 Dr. Biton announced that the schedule for the deadline of submission and opening of
293 bids is scheduled on **18th of January, 2019**. The sealed bids must be submitted to the
294 BAC Secretariat on or before the set time at **3:30 o'clock in the afternoon**, opening
295 shall shortly follow.
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297 **G. TWG Presentation**

298 Prof. Ariel Pabilona (TWG/ICT) presented the technical specifications of the 95 items
299 of the consolidated ICT equipment and materials as follows:
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| Reference (ITEMS WITH SUPPLIER CONCERNS) | | | | | Amendments/Changes (Updated) | | | |
|--|------|---|----------|------------|-------------------------------|--|----------|------------|
| Item Nos | Unit | Item Description | Quantity | Total Cost | Unit | Item Description | Quantity | Total Cost |
| 9 | Unit | Photocopier, Digital Colored Copier with Printer and Scanner, 35 copies per minute speed, 110 seconds warm up time 600x600 dpi copy resolution (laserjet/Inkjet) | 1 | 180,000.00 | Unit | Photocopier , Digital Colored Copier with Printer and Scanner, 35 copies per minute speed, 110 seconds warm up time 600x600 dpi copy resolution (Inkjet) | 1 | 180,000.00 |
| 20 | Unit | Scanner :Printer/Scanner Wireless Cartridge-free printing, Print up to 6,500 pages black/5,200 color, With low-cost replacement bottles (4) - plus easy-to-fill, supersized ink tanks., WiFi Direct | 1 | 50,000.00 | Unit | Scanner and Printer :Printer/Scanner Wireless Cartridge-free printing, Print up to 6,500 pages black/5,200 color, With low-cost replacement bottles (4) - plus easy-to-fill, supersized ink tanks., WiFi Direct, | 1 | 50,000.00 |

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| | | | | | | Can print upto A2 paper size | | |
| 22 | pc | Memory Upgrade 8GB for Server DELL Poweredge T130 (specify frequency and type of RAM) | 2 | 40,000.00 | pc | Memory Upgrade 8GB for Server DELL Poweredge T130 (2400 Mhz, DDR4) | 2 | 40,000.00 |
| 33 | pc | UTP CABLE CAT5E | 10 | 65,000.00 | rolls | UTP CABLE CAT5E of good quality | 10 | 65,000.00 |
| 34 | pcs | Label Cartridge (specification) | 20 | 18,000.00 | rolls | Label Cartridge for Brother PT 300 printer (TZE 221) | 15 | 13,500.00 |
| | | | | | rolls | Label Cartridge for Brother PT 300 printer (TZE 421) | 5 | 4,500.00 |
| 35 | pcs | 500GB SATA HARD DISK (for laptop/desktop) | 5 | 14,000.00 | pcs | 500GB SATA HARD DISK (for desktop) | 5 | 14,000.00 |
| 47 | Unit | VOIP Phone (for existing installation) | 20 | 100,000.00 | unit | VOIP Phone (Yealink and GrandStream) | 20 | 100,000.00 |
| 48 | unit | VOIP Wireless Phone (for existing installation) | 15 | 150,000.00 | unit | VOIP Wireless Phone (Yealink and GrandStream) | 15 | 150,000.00 |
| 52 | pc | UTP CABLE CAT5E | 2 | 13,000.00 | rolls | UTP CABLE CAT5E of good quality | 2 | 13,000.00 |
| 64 | box | Continuous Paper 2 ply (size specification) | 10 | 53,200.00 | box | Continuous Paper 2 ply (short) | 10 | 53,200.00 |
| 65 | box | Continuous Paper 3 ply (size specification) | 5 | 25,500.00 | box | Continuous Paper 3 ply (short) | 5 | 25,500.00 |
| 70 | pc | CMOS Battery | 2 | 1,000.00 | pack | CMOS Battery | 2 | 1,000.00 |

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| 71 | pcs | DDR4 RAM 4GB (mobile/desktop) | 5 | 12,500.0 0 | pcs | DDR4 RAM 4GB (for desktop) | 5 | 12,500. 00 |
| 72 | pcs | HardDisk Drive 500 GB (mobile/desktop) | 5 | 12,000.0 0 | pcs | SATA HardDisk Drive 500 GB (for desktop) | 5 | 12,000. 00 |
| 80 | pcs | AVR (specification) | 10 | 3,000.00 | Pcs. | AVR (generic) | 10 | 3,000.0 0 |
| 82 | set | 4 channel Wireless CCTV Camera (more specification) | 2 | 34,000.0 0 | set | 4 channel Wireless CCTV Camera, NVR with Bundle Wireless IPCAM, built-in 7 inch LCD up to 4 cameras with HD display(128 0 by 1024), Built in Wifi Module, Wireless connect wifi camera, Easy backup: USB devices, network download, P2P cloud, Cloud Technology, NTP, DHCP, Email, UPNP, Support 4TB sata hard disk | 2 | 34,000. 00 |

A. Comments and Suggestions

Dr. Mina asked the body for some comments & suggestions:

Dr. Mina informed the body that 16 items with supplier concerns will be issued with a Bid Bulletin for the items corrections/amendment for information of the prospect bidders.

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H. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 2:30 in the afternoon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


DR. MARLYN D. BITON
Chairman, BAC