



University of Southeastern Philippines  
*Bids and Awards Committee*

**Minutes**  
**Pre-Bid Conference**

**I. Attendance**

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Asso. Prof. Rioliza B. Molina	-	BAC Member
Dr. Jose Alther M. Rivera	-	BAC Member
Ms. Rhinna M. Saan	-	Alternate Member
Ms. Nimfa V. Maniscan	-	Alternate Member

BAC Secretariat:

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

TWG:

Engr. Ariel Pabilona	-	TWG ICT/IT Equipment
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Bidders:

Mr. Amy P. Sablaon	-	Libtech Source Phil. Inc.
Ms. Tin Salaritan	-	Libtech Source Phil. Inc.

End user:

Dr. Maychelle Nugas	-	Director of Libraries
Ms. April Mae Delola	-	ULRC Unit Head

**II. Call to Order**

The BAC Chair called the meeting to order after determining that there is a quorum at 2:00 o'clock in the afternoon.

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<b>AGENDA:</b>
<b>Procurement of Educational E-Resources USeP Obrero Campus, Davao City</b> Contract No. 2020-10/Goods
A) Other matters

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**II. Highlight of the meeting**

Objectives of the Pre-bid Meeting:	<ul style="list-style-type: none"> <li>a) To clarify and address the bidders' questions to adequately prepare bids for the project particularly on the terms &amp; conditions on the bidding documents and other aspects of the project</li> <li>b) To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.</li> </ul>
<b>Venue:</b>	<b>via Google link:</b> Venue: Google Meet (edr-gcai-vfy)
<b>Date:</b>	November 19, 2020 at 2:00 PM
<b>Approved Budget for the Contract</b>	ABC: PhP. 1,850,000.00
<b>Location:</b>	- USeP- Obrero Campus, Davao City

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The BAC Chair provided a brief background of the project & presented the following:

Topics/Issues	Comments/Decisions/ <b>Instructions</b>
<b>Eligibility Requirements</b>	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 Bidders Responsibilities 6.2 (f) "Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct."

<p><b>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</b></p>	<p><b>I. During Bid Submission:</b></p> <p>(1 copy each) Technical Component (1st Envelope)</p> <ol style="list-style-type: none"> <li>a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s.</li> <li>b. Technical Documents <ol style="list-style-type: none"> <li>1. Statement of all ongoing contracts</li> <li>2. Statement of Single Largest Completed Contract</li> <li>3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09- 2020)</li> <li>4. Compliance to Section VI. Schedule of Requirements</li> <li>5. Compliance to Section VII. Technical Specifications</li> <li>6. Omnibus Sworn Statement</li> <li>7. Authority of the Signatory</li> <li>8. Net Financial Contracting Capacity or Committed Line of Credit; and</li> <li>9. Latest Audited Financial Statement (AFS) stamped received by the BIR</li> <li>10. Joint Venture Agreement, if applicable</li> </ol> </li> </ol>
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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	2nd Envelope – Financial Proposal 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> <li>1. Income Tax Return</li> <li>2. VAT Returns</li> <li>3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice.</li> </ol> III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> <li>1. Performance Security</li> <li>2. Contract</li> </ol>
Sealing and Marking of Bids	Showed an illustration 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. <b>Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.</b>
Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance The bid should be accompanied with a bid security in the following amount: <ul style="list-style-type: none"> <li>➤ 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 <b>PhP 37,000.00</b></li> </ul>

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	<ul style="list-style-type: none"> <li>➤ 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 <b>PhP 92,500.00</b></li> </ul>
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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
	<ul style="list-style-type: none"> <li>▪ And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security.</li> <li>▪ The bidder may also opt to submit a Bid Securing Declaration</li> <li>▪ The validity period of the bid security should be 120 days from the date of opening of bids.</li> </ul>
<b>Audited Financial statement</b>	<ul style="list-style-type: none"> <li>▪ The audited financial statement should be stamped <b>“RECEIVED”</b> by the BIR or its duly accredited and authorized institution.</li> <li>▪ The bidder should also submit their tax clearance certificate stating that the bidder has no tax liability and the clearance must be issued by the Chief of the Collection Enforcement Division of the BIR central office.</li> <li>▪ Computation of NFCC or CLC in accordance with ITB Clause 5.5</li> </ul>
The Contract	Parts of the Contract
Schedule of Requirements	Discussed the Section
VI Technical Specification	

	Discussed in detail the Technical Specification
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Topics/Issues	Comments/Decisions/ <b>Instructions</b>
Procurement Timeline	<ul style="list-style-type: none"> <li>▪ 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. <b>Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.</b></li> <li>▪ The deadline for submission of bids is on <b>December 02, 2020 (Wednesday)</b></li> <li>▪ Cut-off time will be at <b>3:00 p.m.</b> and Opening of bids shall immediately follow</li> <li>▪ The venue will be at the <b>USEP-Hostel, Obrero Campus, Davao City</b></li> <li>▪ <b>Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.</b></li> <li>▪ <b>Any bid submitted after the cut-off time shall be declared late and shall not be any more accepted.</b></li> </ul>
	<ol style="list-style-type: none"> <li>1. Failure to submit or incomplete submission</li> <li>2. Unsigned documents (when signature is required)</li> <li>3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no</li> </ol>

Common Reasons for Disqualification	<p>updated/valid document is submitted (e.g., tax clearance certificate)</p> <p>4. Class A documents submitted are incomplete or expired</p> <p>5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable)</p> <p>6. SLCC (Amount, Period, Similarity)</p> <p>7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB)</p> <p>8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3; additional clause 10)</p> <p>9. NFCC/CLC is in the wrong envelope</p> <p>10. Financial Proposal is not initialed in each and every page</p>
	<ul style="list-style-type: none"> <li>- Certificate from Insurance Commission</li> <li>• Bidding Checklist</li> </ul>

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<b>Procurement of Educational E-Resources USEP Obrero Campus, Davao City</b>			
1	LOT	<p>Technical Specifications: Item Nos Unit Item Description Qty.</p> <p>ABC per item 1 LOT Procurement of educational e-resources Multi-disciplinary, full-text database At least 1,000 full-text scholarly journals At least 150,000 multi-disciplinary ebooks From reputable publishers Full-text access to theses &amp; dissertations, market researches, reports, working papers, conference proceedings, professional scholarly &amp; trade journals, general interest periodicals &amp; magazines, ebooks, among others Interdisciplinary: At least covers subjects on Arts &amp; Humanities, Business &amp; Development, Accounting, Economics, Education, Health &amp; Medicine, Sociology &amp; Social Science, Literature &amp; Language, Law &amp; Criminal Justice, Engineering, Information &amp; Computing, Science &amp; Technology, Agricultural Science, General Interest, News Unlimited, simultaneous, multi-user access Access through IP &amp; Remote DRM-free downloads &amp; Print Can generate various citation styles Clean platform interface and responsive design 1 1,850,000.00 2 Cross searching between</p>	1

		<p>multiple content types Can be read online and offline Provide usage data and reports Annual Subscription After sales technical support and training ***nothing follows*** Total ABC 1,850,000,00</p>	
		<p>Large Data Storage with general minimum specifications for all campuses (3 units) as the following: 1 UNIT (MAIN CAMPUS-OBREO) w/ minimum specifications as stated: 5.85TB Usable Capacity @ RAID 5 (4+1), 6x1.92TB SAS 10K 2.5", 1 x 4 PORT 10GbiSCSI CNA CONNECTIVITY, Fast Cache, 1 X Rack Rails , Software Licenses, Thin Provisioning, Quality of Service (for Block), Storage Analytics Adapter, Unified Protocols (File,Block,VVols), Performance Optimization (FAST Cache/FAST VP), Local Protection (Local Point-In-Time Copies/Anti-virus), Native Remote Protection, support for native NAS, iSCSI, and Fibre Channel protocols, 2U Disk Processor Enclosure (DPE) with at least twenty five 2.5" drives, 2 Power Supplies (PS) per Disk Array -Enclosure where each power supply can provide power to the entire module if the peer PS has been removed or faulted, Disk Processor Enclosure power during a power failure is provided by a Battery Back Up module, 2 x Intel CPUs, 12 cores per Array, 1.7GHz per array, 128GB system memory, 1/0, 5, 6 RAID options, 928 GBs total cache, 4 x 4 lane 12Gb/s SAS ports for BE (back end) Connection, 2 x 4 Lane Base 12 Gb/s SAS BE Buses/Array, maximum of 24 FE (front end) Total Ports per Array, maximum of 20 FC Ports per Array, 4 Embedded 10GbaseT Ports per Array, 4 ports: 8/16 Gb FCD, 10Gb IP/iSCSI, or 1Gb RJ45 Embedded CNA ports per Array, 24 - 10GbE / 16 - 25GbE 10/25 GbE/iSCSI Max Total Ports per Array, 1,000 Max file systems per Array, 256TB Max File System Size, 1,000 Max attached snapshots per Array (Block) , up to 600K OPSF, Four-Port 10 Gb/s Optical Module (File &amp; Block)Four port 10GbE IP/iSCSI module with choice of SFP+ optical connection or active/passive twinax copper connection to Ethernet switch, supports FLASH &amp; SAS , 12 Gb SAS Controller Interface , AllFlash &amp; Hybrid (All drives are 520 bytes/sector ) SUPPORTED MEDIA , supports Block Protocols: iSCSI, Fibre Channel (FCP SCSI-3), Fail-Safe Networking (FSN) , NAS Servers Multi-protocol for UNIX and SMB clients (Microsoft, Apple, Samba), Network Status Monitor (NSM) , NT LAN Manager (NTLM), Restriction of Hazardous Substances (RoHS) compliance, Simple Home Directory access for SMB Protocol, Virtual LAN (IEEE 802.1q), IPv6 and dual stack (IPv4) modes of operation, Controller based Data at Rest Encryption with self-</p>	



	<p>managed keys, Controller Based Encryption (optional), with self-managed or external key management, Local Point-In-Time Copies (Snapshots and Thin Clones), AppSync Basic, AntiVirus Agent, Event Publishing Agent, - Native Asynchronous Block &amp; File Replication, Native Synchronous Block &amp; File Replication, MetroSync Manager (optional software to automate synchronous file replication sessions), Snapshot Shipping, - Native Block &amp; File migration, SAN Copy Pull: Integrated Block migration from 3rd party arrays, NFSv3, NFSv4, NFSv4.1; CIFS (SMB 1), SMB 2, SMB 3.0, SMB 3.02, and SMB 3.1.1; FTP and SFTP; FC, iSCSI and VMware Virtual Volumes (VVols) 2.0 Interface Protocols, 100 to 240 VAC ± 10%, single phase, 47 to 63 Hz, Management Softwares such as Element Manager, Central: Consolidated dashboard and alerting, Cloud-based storage analytics, Thin Provisioning, Dynamic Pools for All-Flash Arrays (AFA), Zero Detect/Deduplication/Compression (AFA and All-Flash Pools in Hybrid Arrays, Block &amp; File), Quality of Service (Block and VVols), Storage Analytics Adapter, and File &amp; Block Tiering / Archiving to Public/Private Cloud, File-Level Retention (FLR-E &amp; FLR-C). 2 UNITS (MILTAL &amp; TAGUM CAMPUSES) w/ minimum specifications per campus as stated: 1 X 8x Transceiver, 10Gb SFP+, Short Range, 1 X 10Gb iSCSI SFP+ 8 Port Dual Controller, 11 X Hard Drive Filler 2.5in, Single Blank, 7 X 1.2T HDD 10K SAS12 2.5, 6 X 480GB SSD SAS Mixed use 12Gbps 512e 2.5in Hot-Plug, 3 DWPD, 2628 TBW, 1 X Rack Rails 2U, 1 X Power Supply, 580W, Redundant, Flex, 2 X Jumper Cord - C13/C14, 4M, 250V, 10A (US, EU, TW, APCC), 2 hot-swappable per chassis (dual active) Single/dual controller support for 2U Controllers, Intel® Processor 2 cores 2.2GHz, 24 x 2.5" drive bays internal storage, 8GB per controller system memory, 24 x 2.5" drive bays (12Gb SAS) Expansion enclosures, 2/276 Min/Max drive count, NAS Support, FC, iSCSI, SAS (supports simultaneous multiprotocol FC/iSCSI) Host interface, 8 per array (support auto-negotiate to 8Gb) Max 16Gb FC ports, At least 8 SFP+ or BaseT ports per array (BaseT only support auto negotiate to 1Gb), 8 12Gb SAS ports, 4 ports 16Gb FC SFP+ 4 ports 10Gb iSCSI SFP+, 2 per array (1Gb BASE-T) management ports, 12Gb SAS Disk expansion protocol, 2 12Gb SAS (wide-Port) per array (1 port per controller), 9 2U expansion enclosures per 2U base array, and 3 5U expansion enclosures per 2U base array Disk interface expansion ports, All-flash, hybrid or all HDD arrays Array configurations, Native SAN or DAS Storage format, At least 3 primary (media-based) tiers,</p>	
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	<p>RAID 0, 1, 5, 6, 10, 50 or Adapt; any combination of RAID levels can exist in single array, Active by default on all volumes, operates at full performance across all features Thin provisioning, 1024 snapshots per array, Replicates with other ME4 Series Arrays Asynchronous block via FC or iSCSI Target/source relationships may be one-to-many or many-to-one, Copy complete standalone volumes, Self-encrypting drives (SEDs) in SSD or HDD formats Full Disk Encryption (FCE) based on AES-256 Drives certified to FIPS 140-2 Level 2, Site Recovery Manager, Internal controller key management, supports Windows 2019, 2016 and 2012 R2 RHEL 8.0, 7.4 and 6.9 SLES 12.3 VMware 6.7 U2, 6.5 and 6.0, Virtualization integration. General Specifications for All Campuses as stated: (7x24) 4-hour Onsite Service-Emerging DBS, With Built-in Manufacturer Support Software that predictively checks the health status of the system's hardware and software, All SSDs are warrantied for full lifetime wear-out replacement with valid service agreement, Scope of Work includes supply, delivery including testing and commissioning, Deployment, Transfer of Knowledge and Training Module.</p>	
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The following are the questions from the bidders and the reply from the BAC members/BAC Secretariat/TWG:

Questions	Reply/Comments
1) Ms. Sablaon asked the BAC if it is mandatory that the Head of the company should be the one to sign the authenticated copy of technical and financial documents.	Dr. Garcia answered that if it is a big company then it could be the authorize representative. & Ms. Estremos informed to the participating bidders that there are some amendments on the GPPB resolution that have an amended on the requirements especially the Omnibus Sworn Statement. Whereas instead of 1-9, it would be now 1-10 based on the GPPB resolution no. 16-2020.
2) Ms.Salaritan asked the BAC if they could submit only a softcopy for this bidding.	Dr. Garcia replied that the BAC requires hard copy of technical and financial documents. Ms. Estremos added that as much as possible, the bidder should submit hard and soft copy of the technical and financial documents to the BAC office or via online/email.

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**III. Adjournment:**

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 3:00 PM.

Prepared by:

**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:



**REYNILO D. GARCIA**  
BAC Chair