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University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: **1-iSubscription Agreement and Data Recovery System**

Contract No. 2019-10/Goods

June 26, 2019 at 3:00 PM

Venue: USEP Gymnasium (Dug Out A),

Obrero Campus, Davao City

ABC: PhP. 6,986,100.00

Present:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Reynilo Garcia	-	Vice Chairperson
Dr. Reynaldo M. Nogodula	-	BAC Member
Dr, Danilo Galarion	-	Alternate BAC Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Emmele L. Embat	-	Member

BAC Staff:

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

TWG:

Engr. Ariel Pabilona	-	TWG ICT
Dr. Randy Gamboa	-	KMSD Director
Ms. Karen Gonzalo	-	KMSD Staff

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Bidder:

- Ms. Alexis Aguelo - PLDT INC.
- Ms. Hany Buyser - PLDT INC.
- Mr. Theo Nee Woalet Jr. - PLDT INC.
- Ms. Rio Jean Ferrer - PLDT INC.
- Ms. Crismar Baste - PLDT INC.
- Mr. Cui Kionisala - PLDT INC.
- Ms. Kaye Baron - PLDT INC.
- Mr. Laurence Umayan - Digitech Solutions
- Mr. Chris Mainem - Globe My Business
- Ms. Ketty Soterania - DCTECH
- Ms. Claire Oplas - DCTECH
- Mr. Jessie Punto - DCTECH

A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Marlyn D. Biton called the meeting to order at 3:00 in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Bidder’s representatives and the end-user. Dr. Biton mentioned that the project **1-iSubscription Agreement and Data Recovery System** has an ABC amounting to Six Million Nine Hundred Eighty Six Thousand One Hundred (PhP 6,986,100.00).

B. PACKAGING (SEALING AND MARKING OF BIDS)

Dr. Biton discussed on the importance of the pre-bid conference. She reiterated that it is important that responsible officials 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.

Dr. Biton also 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 arranged according to the checklist and with corresponding tabs/ear-tags. The said 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”.

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

100
105 **C. CHECKLIST OF REQUIREMENTS FOR BIDDERS**

106
107 The eligibility requirements or checklist can be found in the bidding documents that the
108 bidder purchased;

109
110 All submitted documents, including Copy 1 and 2 should be duly authenticated or stamped
111 as "Certified True Copy from the Original" by the company head otherwise the bidder will
112 be automatically disqualified. It would also be advisable if the bidder will bring the original
113 copies of the documents submitted;

114
115 Likewise, any missing documents as required in Bidders Responsibilities 6.2(f) "ensuring
116 that each of the documents submitted in satisfaction of the bidding requirements is an
117 authentic copy of the original, complete and all statements and information provided
118 therein are true and correct" PhilGEPS Certificate of Registration and Membership Section
119 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the
120 following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- 121
122 1. Registration Certificate;
123 2. Mayor's/Business Permit or its Equivalent Document;
124 3. Tax Clearance; *and*
125 4. Audited Financial Statements.

126
127 For foreign bidders participating in the procurement by a Philippine Foreign Service Office
128 or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA
129 9184.

130
131 **Eligibility Requirements for Goods:**

132
133 **Class A Documents**

- 134
135 1. DTI/SEC/Cooperative Development Authority (CDA) Registration;
136 2. Mayor's Permit *or equivalent document for Exclusive Economic Zones or Areas*;
137 3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved
138 by the BIR;
139 4. Statement of ongoing contracts; *and*
140 5. Statement of SLCC (*Single Largest Completed Contract*) NFCC*

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

143
144 Recently expired Mayor's/Business permit shall be accepted together with the official
145 receipt as proof that the bidder has applied for renewal within the period prescribed by the
146 concerned local government unit: *Provided*, that the renewed permit shall be submitted as
147 a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184.
148

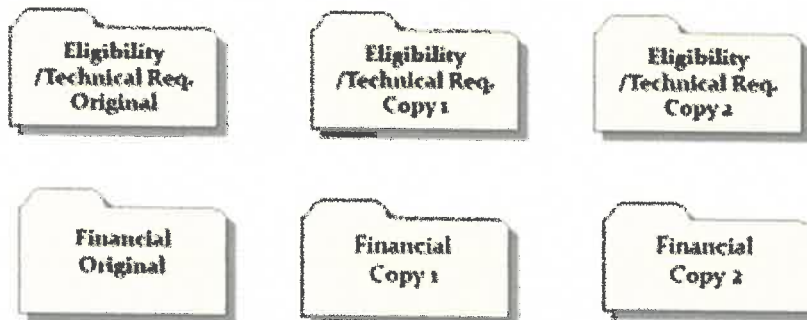
149 The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility
150 check/screening. The bid should be accompanied with a bid security in the following
151 amount:

- 152
- 153 ✓ If the bid security is in cash, cashier's check/manager's check, bank draft/guarantee
154 or irrevocable letter of credit, the amount should be **2%** of the ABC or in an
155 equivalent amount of *PhP 139,722.00*;
 - 156
 - 157 ✓ If the bid security is in the form of a Surety Bond, it should be **5%** of the ABC or
158 in an equivalent amount of *PhP 349,305.00*; and
 - 159
 - 160 ✓ If it is a combination of the foregoing, it should be proportionate to share the form
161 with respect to the total amount of security. The bidder may also opt to submit a
162 Bid Securing Declaration. The validity period of the bid security should be one
163 hundred twenty (120) days from the date of opening of bids.
164

165 There are additional documents required under the checklist, however, these documents
166 can be submitted during the post-qualification process, when the bidder with the
167 "LOWEST CALCULATED AND RESPONSIVE" Bid had already been determined.
168

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.



169

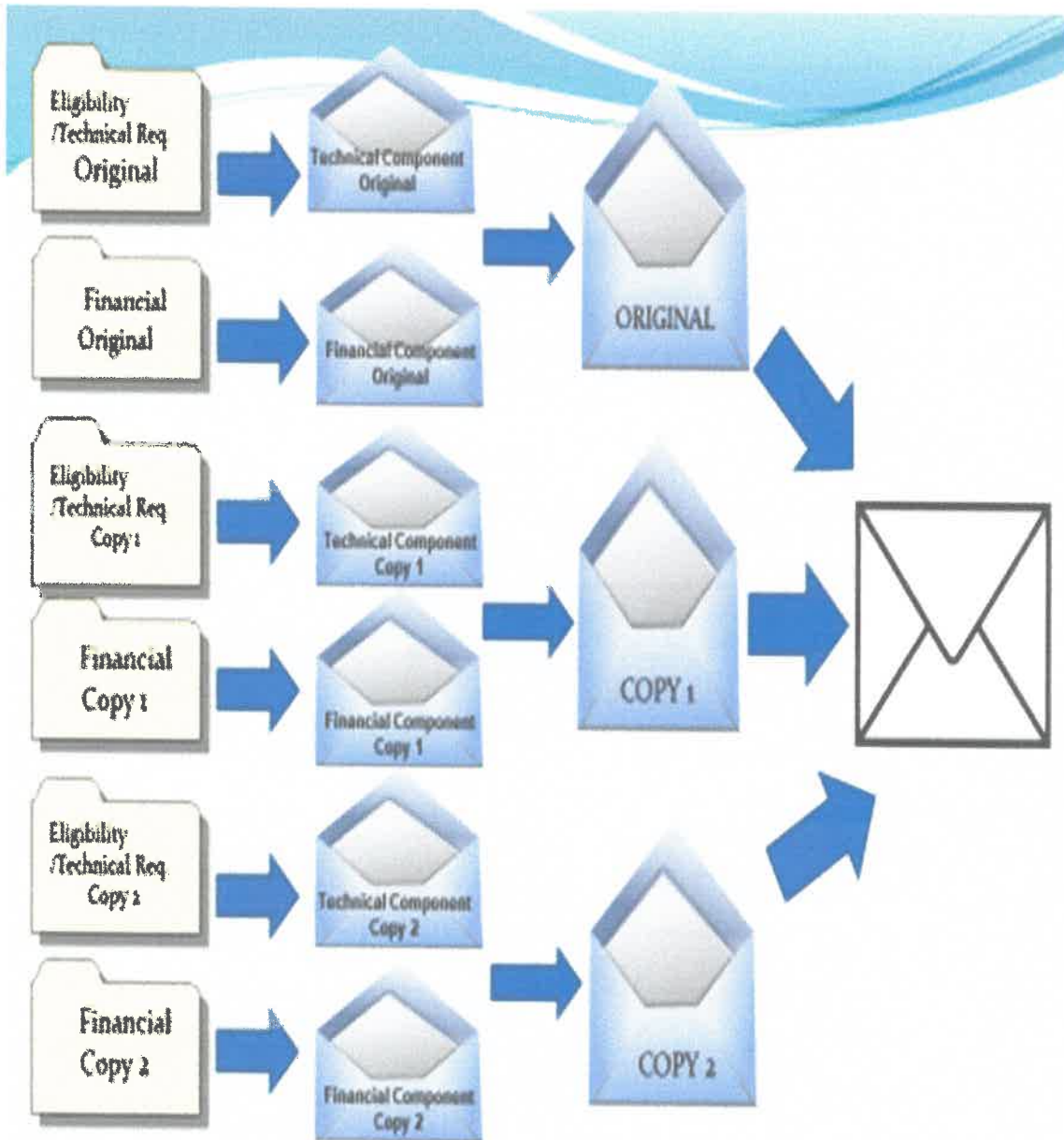
- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



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175 The folder containing the original bid of the technical component should be marked as
176 “ORIGINAL – TECHNICAL COMPONENT” and the financial component should be
177 marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a
178 sealed envelope marked as “ORIGINAL BID”.

179
180 The same is done to Copy 1 and Copy 2.
181



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- 186 All envelopes shall:
187 1. Contain the name of the contract to be bid in CAPITAL LETTERS;
188 2. Bear the name and address of the Bidder in CAPITAL LETTERS;
189 3. Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause
190 1.1;
191 4. Bear the specific identification of the bidding process indicated in ITB Clause 1.2
192 and
193 5. Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening
194 of bids"', in accordance with ITB Clause 21.
195

196 If bids are not properly marked and sealed as required, the Procuring Entity will assume no
197 responsibility for the misplacement or premature opening of the bid. Moreover, failure to
198 comply with the required sealing and marking of bids shall be a ground for disqualification.
199

200 **D. Deadline for Submission and Opening of Bids**

201
202
203 Dr. Biton announced that the schedule for the deadline of submission and opening of bids
204 is scheduled on **11th of July 2019**. The sealed bids must be submitted to the BAC
205 Secretariat on or before the set time at **3:00 PM**, opening shall shortly follow.
206

207 The Technical Working Group representatives presented the details and scope of the
208 Procurement of 1 iSubscription Agreement & Data Recovery System of USEP Obrero
209 Campus to be procured.
210

211 **E. Presentation**

212

1-iSubscription and Data Recovery System

KMSD 2019



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214

1.0 Internet Subscription with 3 server for subscription management

215

216 Recurring Fee: Php 350,000.00 per month /

217

Php 4, 200, 00.00 per year

218

219

1.1 Internet Subscription

220

221 I. Obrero Campus – 100 mbps – 500mbps

222

II. Mintal Campus – 10mbps – 500mbps

223

III. Tagum-Mabini Campus

224

i. Tagum Unit – 20mbps – 500mbps

225

ii. Mabini Unit – 10mbps – 500mbs

226

227

Note: must include Enterprise fiber optic internet and Metro Ethernet VPN

228

229

1.2 Fiber Optic Connection

230

231 Fiber Ring connecting the following:

232

233

- Engineering Building

234

- University Records Office (Admin Building)

235

- College of Technology Building

236

- Office of the University Registrar (CAS Building)

237

- College of Education Building

- 238 • University Sports and Cultural Center (USEP Gym)
- 239 • Information Technology Building
- 240 • Social Hall
- 241 • Mechatronics Building

242

243 Note: The remaining 3 connections are intended for new buildings under construction. The
 244 said new buildings are set to be identified on the duration of the contract.

245

246 1.3 Server for Subscription Management

247

248 ✓ 3 units of Server with compatible UPS and Rack

249

✓ **Hardware:**

250

○ Specs: Gen10 Intel Xeon-Silver 4114 (2.2GHz/10-core/85W) with iLO
 intelligent Provisioning

251

○ 16 GB RDIMM 2666 MT/s Runs at 2400 MT/s

252

○ 4-port 1GbE

253

○ Smart Array P408i-a SR Gen10 12G SAS Modular Controller

254

○ 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit

255

○ At least 300GB SAS 12G Enterprise 15K SFF (2.5in)

256

257 ✓ Warranty includes 3-Year Parts, 3-Year Labor, 3-Year Onsite support

258

✓ **Software:**

259

○ Firewall

260

○ Web filtering

261

○ Campus Wi-Fi System

262

○ Online Monitoring, *and*

263

○ Bandwidth Control

264

265

266 2.0 Hardware for Data Recovery

267

One time charge: *Php 2,786,100.00*

268

269

270 1 unit of Database Server:

271

✓ Form Factor: 1U rack

272

✓ Processor: Generation: Gen10; Frequency: 2.2 GHz; Cores: 10; Power: 85W;
 Speed: 2400MT/s; L3 Cache: 13.75MB

273

✓ RAM: 128 GB (32 GB x 4) RDIMM DDR4 (Dual Rank) 2666MT/s

274

✓ Storage: 3.2 TB (4 x 800 GB) SAS 12G Mixed Use SFF Solid-State Drive; Form
 Factor: 2.5 inch

275

✓ Power Supply: 2 x 500W Flex Slot Platinum Hot Plug Low Halogen

276

✓ Optical Drive: 9.5mm SATA DVD-RW G9 Optical Drive

277

✓ Others: Display Port/USB/Optical Drive Blank Kit

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279

280

281 2.2 Hardware for Data Recovery

282

283 2 units of Application Server:

284

- 283 ✓ Form Factor: 1U rack
- 284 ✓ Processor: Generation: Gen10;Frequency: 3.0 GHz; Cores: 12; Power: 150W;
- 285 Speed: 2666MT/s;L3 Cache: 24.75MB
- 286 ✓ RAM: 128 GB (32 GB x 4) RDIMM DDR4 (Dual Rank) 2666MT/s
- 287 ✓ Storage: 1.2 TB (4 x 300 GB) SAS 12G Enterprise 15K SFF Hard Disk Drive;
- 288 Form Factor: 2.5 inch
- 289 ✓ Power Supply: 2 x 500W Flex Slot Platinum Hot Plug Low Halogen
- 290 ✓ Optical Drive: 9.5mm SATA DVD-RW G9 Optical Drive
- 291 ✓ Others: Display Port/USB/Optical Drive Blank Kit
- 292

293 **2.3 Hardware for Data Recovery**

294 **3 units of UPS for Server**

295 SMART UPS; at least 3000VA power capacity; 230V output and input voltage; Rack

296 mountable;

297

298

299 **3 Server Rack**

300 Capacity: at least 30U Rack units; Type: Floor standing; Modular cabinet with door;

301

302 **3.0 After sales services**

303

304 2 day training on management and maintenance

305 24/7 technical support

306

307 **F. Comments and Suggestions**

308

309 One of the bidders who attended the Pre-bid Conference asked if they could use a

310 hardware base of internet server instead of the server. TWG for ICT, **Engr. Ariel Pabilona**

311 answered, *"I cited that it is technically possible to replace software-based (with computer*

312 *as a server) internet server. But based on the approved request from the end-user, software*

313 *based internet server is required. Replacing such item in the approved proposal requires*

314 *tedious process and may further cause delays in the project. Therefore, I recommend that*

315 *for now, software-based internet server is required. We may consider appliance (hardware*

316 *base) internet server in the next procurement."*

317

318 Another bidder asked about the Site development Plan for Installation of fiber optic.

319 TWG presented the list of buildings specified by the end-user (KMSD). To wit:

- 320 • Engineering Building
- 321 • University Records Office (Admin Building)
- 322 • College of Technology Building
- 323 • Office of the University Registrar (CAS Building)
- 324 • College of Education Building
- 325 • University Sport and Cultural Center (USeP Dome)
- 326 • Information Technology Building

- 327 • Social Hall
328 • Mechatronics Building
329

330 Note: The remaining 3 connections are intended for new buildings under construction. The
331 said new buildings are set to be identified on the duration of the contract.
332

333 The same Bidder clarified the number of the expected users of the project. One of the
334 TWG responded, *“Based on the approved request of the end-user (KMSD), internet speed*
335 *is already specified on each campuses. I do believe that they had considered the number*
336 *of users per campus before specifying internet speed in each campus. We cannot provide*
337 *exact number of users for each campus but it was already considered by end-users during*
338 *the preliminary planning of this project.”*
339

340 For further clarifications, the TWG specified the mode of fiber optic where he stated,
341 *“There are two common modes of fiber optic cable: single mode and multimode.*
342 *Comparing the advantages and disadvantages of this modes, I had come to conclusion that*
343 *single mode is more reliable than the multimode in terms of scalability. Therefore I would*
344 *like to recommend single-mode fiber optic cable.”*
345

346 The TWG also stated that the VPN speed for each campus is not specified in the
347 approved of KMSD as they suggested a minimum VPN speed for each campus as follows:

- 348 1. Obrero Campus : 16 mbps
349 2. Mintal Campus : 4 mbps
350 3. Tagum-Mabini : 4 mbps
351


352 **G. Adjournment**
353

354 With no further instructions from the BAC and clarifications from the Bidders, the
355 Pre-Bid Conference was adjourned at 3:30 PM.
356

357
358 Prepared by:

359 
360
361 OLIVIA D. ESTREMOS
362 BAC Secretariat Head
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365 Approved by:

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368 DR. MARLYN D. BITON
369 Chairman, BAC

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University of Southeastern Philippines
Bids and Awards Committee

Pre-Bid Conference for the Project: 1-Subscription Agreement and Data Recovery System
CONTRACT ID NO.: 2019-10/NFRA ABC: P 6,000,100.00
28 June 2019 03:00 pm at the USEP Gymnasium (Dug Out A)

ATTENDANCE SHEET

WHY WE NEED YOUR DATA: The Bids and Awards Committee needs your personal data below to provide verifiable evidence in support to this event and that you participated therein. We will include your data in our printed and electronic reports that we will send through secure channels. Please check the appropriate responses below if you agree to other uses. If you do, we will continuously keep your data and under lock and key, and will limit their use to authorized staff. If you do not agree, we will permanently destroy your data after we have sent our reports.

WE WILL TAKE PHOTOS/VIDEOS THROUGHOUT THIS EVENT. We will use them as further evidence of this event in compliance to government accounting and finance procedures. We will publish your name, organization, and position only with your photo/video only if needed, such as to identify you as a speaker. If you do not agree to have your photo/video taken and used with your other personal data as such, please inform the photo/videographer. If you wish to see your photo/video, lodge a complaint, or withdraw your consent to our continued use of your photo/video and other personal data, please email: BSB@USEP.edu.ph

Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the abovementioned Picture Policy	Signature
	Male	Female				
Alexis Aguila	—		09498554094	PLDT INC		
HANS MYSET	✓		09475820908	PLDT		
Laurina Umayan	—		laurina.umayan@gmail.com	DKITECH SOLUTIONS		
CHARA MARTEM	—		0917-688-678	GENIE MIRACLES		
CHI KIONISALA	✓		09939628182 claktonisala@cepldt.com	PLDT		

Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the abovementioned Picture Policy	Signature
	Male	Female				
KATO BAYON		✓	0949553983	NOT INC.		
KATO JUSTINIANO	✓		0918284901	DETELA		
CLARE OPLAS		✓	0954 07 572	DETELA		
JESSIE PUNTO	—		09094902609	DOTCOM		
THEO NEE, JR. H. WONG	—		09469344775	PLDT		
NO SEAN SEARON		—	0950201144	PLDT		
CRISMAE BUSTE	—		09281401140	PLDT		
Daniel Galpin						
Martyr D. Bito		✓				
Raymbo Gianan	—			USLP		
NICOLAUS REGUSTON	✓			USLP-Davao		
EMMELLE ERICHT		✓		USLP		
Gonzalo, KC		✓	271	KNUD		
A. PHELONS	—					
OLIVERA O. ESTRELLAS	✓		09493788720	USLP		