



University of Southeastern Philippines
Bids and Awards Committee
Minutes Pre-Bid Conference

**Project: Procurement of Consolidated ICT Learning Resources & Equipment
(Rebid)**

Contract No. 2019-14/Goods
October 09, 2019 at 3:00 PM
Venue: USEP Gymnasium (Dug Out A),
Obrero Campus, Davao City
ABC: Php. 25,686,100.00

Present:

Bids and Award Committee:

Dr. Reynilo Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Dr. Eveyth Deligero	-	BAC Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie Pagkaliwagan	-	BAC Secretariat
Ms. Resituta Macarayo	-	BAC Secretariat
Ms. Maria Luz Serafica	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff
Ms. Paulene Rose Parra	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Ms. Rogie Ann Lizada	-	BAC Staff

TWG:

Engr. Ariel Pabilona	-	TWG ICT
Ms. Raven Arboleda	-	End-user

Bidders:

Ms. Erlinda T. Gustilo	-	NR EUSTAQUIO
Ms. Desiree L. Ordinario	-	MASANGKAY COM. CEN.
Ms. Mylene M. Sabulao	-	COLUMBIA COM. CEN.
Ms. Ma. Ann Kristine Tomada	-	LEDTECH

A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order with two (2) BAC members attended at 3:00 in the afternoon. He acknowledged the presence of the BAC members, TWG, and the end-user. Dr. Garcia mentioned that the project **Procurement of Consolidated ICT Learning Resources & Equipment (Rebid)** has an ABC amounting to Twenty Five Million Six Hundred Eighty Six Thousand One Hundred Pesos (Php 25,686,100.00).

B. Rationale :

Dr. Garcia discussed on the importance of the pre-bid conference, he 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.

Dr. Garcia mentioned the required Philgeps Certificate of Registration and Membership stated at Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a). He informed the prospective bidders on the eligibility requirements for both technical and financial components as follows:

1. *PhilGEPS Certification (Platinum)*
2. *DTI/SEC/Cooperative Development Authority (CDA) Registration*
3. *Mayor's permit or equivalent document for Exclusive Economic Zones or Areas*
4. *Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.*
5. *Statement of ongoing contracts.*
6. *Statement of SLCC (Single Largest Completed Contract)*
7. *Net Financial Contracting Capacity (NFC) or Committed Line Credit (CLC)*

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;

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

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 400,000.00**

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 1,000,000.00**.

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.

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security.

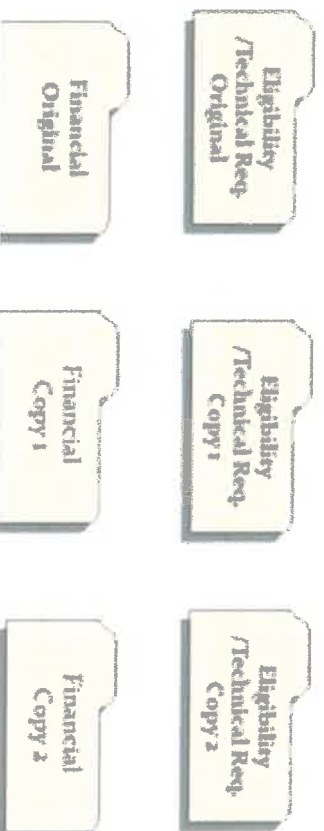
The bidder may also opt to submit a Bid Securing Declaration

The validity period of the bid security should be 120 days from the date of opening of bids.

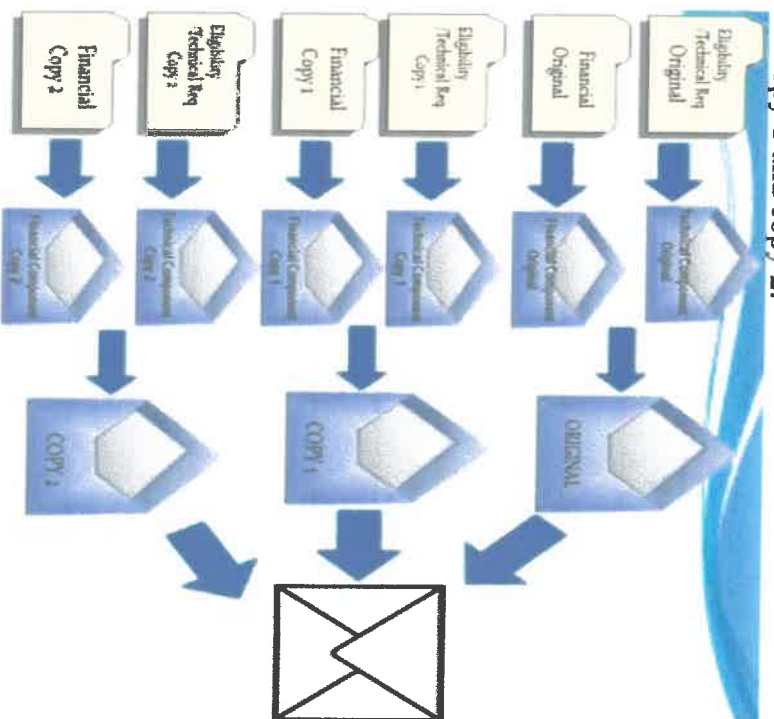
There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the “**LOWEST CALCULATED AND RESPONSIVE**” Bid had already been determined.

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.

Dr. Garcia emphasized on the *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 as stated in the illustration below:



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.



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 documents should have a tab/markings. The technical component should be separately fastened from the financial component.



C. Presentation

Engr. Ariel Pabliona (TWG/ICT) presented the technical specifications on the Procurement of Consolidated ICT Learning Resources & Equipment (Rebid) as follows:

Description	Qty	Estimated Cost
<p>(1) High-End Computer Unit Set Case Form Factor: Tower; Processor: Quad-Core; 3.8 GHz; Motherboard: Support Socket 7th Gen (i7) Processors, Maximum Memory Support-32 GB, Expansion Slots-At least 2 Pcle Slots; Memory: 16GB DDR3 2400 MHz; Storage: SSD 240 GB, HDD 1TB 3.5 inch 7200 RPM;Graphics Card: 4GB GDDR5, Memory Interface Width-256 bit; Power Supply: True-rated PSU 500 Watts; Monitor: '29' Ultra Wide Screen Monitor; Wireless Keyboard and Mouse; Headset</p>	5 sets	660,000.00
<p>(2) DSLR Camera 16.3million pixels; 23.6mm x 15.6mm CMOS with primary color filter; 16-50mm, 50-230mm; 1920x1080 (FULL HD), 1280x720; (WxHxD) 116.9mm x 66.5mm x 40.4mm</p>	3 units	115,500.00
<p>(3) Large Format Colour Inkjet Printer Printing Speed: +40 sec per page (A4 lsize paper); Print Resolution: Up to 1200x1200 optimized dpi; Ink Types: Dye-Based Ink; Paper Size: A4,A3,A2,A1 (a,b,c,d); Connectivity: Hi-Speed USB2.0 certified, WiFi connect, Mobile Printing capability (android, iOS etc.) compatible with Windows and MAC OS</p>	5 sets	440,000.00
<p>(4) Computer Set Processor - quad core @2.4 GHz (i5); RAM - 8 GB; Hard Drive - 320 GB 5400; RPM hard drive; Wireless (for laptops) - 802.11g/n (WPA2 support required); Monitor - 19" LCD - desktop only; Operating System - Windows 10 Backup Device - External hard drive and/or USB Flash Drive; Graphics Card - any with DisplayPort/HDMI or DVI support - desktop only</p>	190 sets	8,360,000.00
<p>(5) Digital Light Processing Projector Colour Light Output 3,300 Lumens; White Light Output 3,300 Lumens; Resolution SVGA; Native Aspect Ratio 4:3;LCD Panel 0.55-inch (D7);Zoom 1.0 - 1.35 (Digital);1.8m power cable, 1.8m computer cable, remote control, 2 x AA batteries, soft carrying case;Projection Lens Focal Length 16.7 mm;Focus Method No Optical Zoom / Focus (Manual);Contrast Ratio 15,000:1;Wireless LAN Optional;Input: Audio 2 x RCA (1 x White, 1 x Red);Input: Digital 1 x HDMI;Speaker Output 2W;Dimensions D x W x H (Including Feet) 302 x 77 x 234 mm;Weight 2.5 kg (approximate)</p>	68 units	2,618,000.00
<p>(6) Digital Duplicating Machine Large Glass platen for easy book copying; Easy Color Printing Option; Great USB connection option; large 11 x 17 area platen glass; Ink colors: black, red, blue and green and custom built colors; can use up to 80% less energy than modern digital copiers</p>	1 unit	71,500.00
<p>(7) Laptop</p>	25 units	1,100,000.00

Processor: Intel Core i5 7200U; Integrated Intel CPU; Integrated Intel HD Graphics 620; DDR4 SDRAM; Memory Speed:2400MHz; up to 12 GB SDRAM; 2 x SO-DIMM socket; HDD+SSD/eMMC; HDD 1TB; Rotational Speed 5400 rpm; SSD/eMMC 256GB; Display Size 15.6 inches; Resolution 16:9 LED backlit HD (1366x768) 60Hz; Anti-Glare Panel with 45% NTSC with 178° wide-viewing angle display; Connectivity: HDMI , USB2.0 , USB3.0 , Bluetooth , Card Reader , Camera , USB Type-C; OS Windows 10; Dimensions 365 x 266 x 21.9 mm (WxDxH)		
(8) Colored Laser Printer Processor:1 GHz or faster 32-bit (x86) or 64-bit (x64) processor; RAM:1 GB (32-bit) or 2 GB (64-bit); Free disk space: 920 MB; CD ROM drive Required; Connectivity: Hi-Speed 2.0 USB port;Height:254 mm (10.0 inches); Width:399 mm (15.7 inches); Depth:452 mm (17.8 inches); Weight:17.6 kg (38.9 pounds)	1 unit	33,000.00
(9) Computer Set Core i7 (7th Gen) 8GB RAM; 1TB HDD storage, 23"monitor, Power Supply; True-rated PSU 500 Watts; Wireless Keyboard and Mouse; Headset	122 units	8,723,000.00
(10) Manageable Switch (8 port with SFP slot)	1 unit	22,000.00
(11) Router Supports 802.11ac standard; Simultaneous 2.4GHz 300 Mbps and 5GHz 867 Mbps connections for 1200 Mbps of total available bandwidth; 4 external antennas and one internal antenna provide stable wireless connections and optimal coverage; Supports Access Point mode to create a new Wi-Fi access point	1 unit	3,300.00
(12) UTP Cable (Cat 6-306 meters)	1 roll	7,700.00
(13) All in one Printer Printing Type: Colour; Printing Technology: inkjet; Scanner Type: Flatbed; Print Resolution: 5760 x 1440 DPI; Print Speed Black: 33 PPM; Print Speed Colour: 15 PPM; Paper Size: 10x15cm(4x6in), 13x18cm(5x7in), 9x13cm(3.5x5in), A4, A5, A6, B5, Letter(8 1/2x11in)	1 unit	16,500.00
(14) Monochrome Digital Copiers for A3 Format General type B/W multifunctionals for A3 format; engine speed Up to 22/10 pages per minute A4/A3; Resolution 600 x 600 dpi, 256 greyscales; Warm-up time Approx. 17.2 seconds or less from power on; Time to first copy Approx. 5.7 seconds or less; Dimensions (W x D x H) Main unit: 565 x 527 x 485 mm; Weight Main unit approx. 26 kg; Power consumption Printing: 415 W, Stand-by: 76 W, Sleep-mode: 1.54 W; Power source AC 220 ~ 240 V, 50/60 Hz; Noise (ISO 7779) Noise (sound pressure level ISO 7779/ISO 9296) Printing: 62 dB(A), Stand-by: 40 dB(A)	1 unit	110,000.00
(15) Scanner Maximum Document Size A4, A5, A6, B5, B6, 216 x 360 (Normal) mm, 279.4 x 431.8 (Normal with Carrier Sheet) mm, 863 (Long Paper) mm; Maximum Optical Resolution 600dpi; Dimensions 292 x 159 x 168mm; Weight 3kg; Length 292mm; Width 159mm; Height 168mm; Blazing 25 ppm colour scanning; 50-sheets Automatic Document Feeder (ADF); Built-in GI microprocessor; USB 3.0 (or lower)	2 units	88,000.00
(16) High End Computer Set with AVR Desktop Type Tower ; CPU Core i7 (7th Gen); Processor Model Intel Core i7-	15 units	1,980,000.00

8700; Chipset Intel H370; GPU Model GeForce GTX 1080 8GB; RAM 32GB; Memory Type DDR4; Memory Speed 2666MHz; Memory Expandable Up to 32GB; Storage Type SSD; HDD 2TB; HDD Format 3.5 inches; SSD/eMMC 512GB; Optical Drive Slimtray Super Multi DVD; Ethernet RJ45; WiFi 802.11ax 2x2 + BT5.0 Intel I219V 10/100/1000Mbps; Connectivity USB2.0, Bluetooth, S/PDIF, Microphone, USB Type-C, USB3.1; OS Windows 10; OS Ver Windows 10 Pro; Power Supply 1 x 180W and 1 X 230W adapters (only for GTX 1080-equipped models); Dimensions 12.99 x 37.24 x 36.61 cm (wdh); Weight 8.30 kg; Display Size 23 inches; Resolution Full HD 1920 x 1080; Panel Type 16:9; Wide Screen LED-backlight Non-touch; Connectivity HDMI, USB2.0, Bluetooth, Card Reader, Camera, Speakers, Microphone, Wireless Keyboard, Wireless Mouse, USB3.1		
(17) Network Switch (24 ports) Smart-managed, Gigabit Ethernet Layer 2 switches; 24 RJ-45 autosensing 10/100/1000 ports; 2 SFP port; Connectivity Speed (GHz) 1000Mbps;	1 unit	8,800.00
(19) 3in1 Printer 3in1 (Print, Copy, Scan); Printer Connectivity Type USB; Double Sided Printing; Max Print Resolution Color 2880x720; input voltage (V) 11-15V; USB Support; Input Tray Capacity (papers) 101-150 Sheet; Mono/color Color; Print Speed (CPM) 21-30ppm;	5 units	82,500.00
(20) Document Camera/Projector Flexible Gooseneck from every angle; 8M Pixels; Full HD 1080p (1920x1080); 30fps(max) frame rate; 0/180 degrees image rotation; 80 images max (internal storage) 32GB max (external storage); Split Screen; Spotlight/Visor Presentation Tools; 2.0 USB port; Compatible with MAC OS	1 unit	38,500.00
(21) Laser Printer Laser Printer(for Short,A4, Legal size documents) with additional 12 sets of colored ink cartridges and 10 black ink cartridges	2 units	33,000.00
(22) Digital Lux Meter (Light meter) measuring range 0 to +99,999 lux, battery type rechargeable	1 unit	16,500.00
(23) Digital Sound Level Meter measuring range 0 to 130-150dcb, frequency 1 hz to 20khz, battery type rechargeable	1 unit	38,500.00
(24) Digital Distance Light Meter measuring range 0 to 50 meters, battery type rechargeable	1 unit	16,500.00
(25) RFID Security Detection	1 unit	935,000.00
<ul style="list-style-type: none"> • Enhanced 3-dimensional detection • Aesthetically fit to your library interior • Audible and visible alarm • Shows books ID and title in real time when Alarm triggered • Support report and statistic • Complied to SIP2 protocol with any LMS • Compatible/ interoperable with existing SIP2 service of any LMS (library management systems) • Capable of integration with CCTV system for REAL TIME recording during alarm events • Has access control barrier for future expansion 		

- Has built in sensor that monitors and counts passerby. Patron count statistics is stored in the gate
- Controller that may be viewed remotely via a web browser
- Gate must be Customizable (example design with school logo)

TOTAL

25,686,100.00

D. Comments and Suggestions

Ms. Mylene Sabulao representative from Columbia Computer Center clarified in item No. 1 for the the High-End Computer Unit Set, that based on the specification indicated some she is worried because there are some items not available in the market especially the wireless keyboard & the mouse, she suggested that if it is possible that instead of wireless if they can offer not wired keyboard & mouse.

She added that on item No. 16 which is High End Computer Set with AVR, commented that branded high end computers are costly compared to clone computer. She suggested if they could possibly offered clone instead of branded computer & the GPU Model GeForce GTX 1080 8GB is more expensive compared to the approved budget.

Ms. Desiree Ordinario representative from Masangkay Computer Center commented that in case there are specifications in the computers that are phase out in the market if they could offer other brand that have higher specifications.

Engr. Pabilona (TWG for ICT) suggested that if possible all computers & other ICT equipment to be delivered should be branded. He added that those items who have amendments and clarifications, the BAC will issue a Supplemental/Bid Bulletin to be posted in the PhilGEPS & USEP website.

Bidders commented that they are little bit worried, as they assumed being or supposedly they will be awarded of the contract, they anticipated the length of time the procuring entity will be able to pay before the year end or on January of 2020, considering the inclusion of their BIR tax remittances.

The BAC Chair explained that most probable date of payment would be released more or less on the 1st week of January 2020, since the approved budget contract (ABC) was 25 Million, & it is necessary for the project to pass to the Board of Regents (BOR) for approval to grant the authority of the University President to sign the contract. He informed body that the last quarter schedule of the board meeting will be set on December of 2019.

BAC Chair Dr. Garcia announced that the schedule for the deadline of submission and opening of bids is scheduled on 23rd day of October, 2019. The sealed bids must be

submitted to the BAC Secretariat on or before the set time at 3:00 o'clock in the afternoon, opening shall shortly follows.

E. Adjournment

With no further instructions from the BAC and clarifications from the Bidders, Dr. Eveyrth Deligero moved for the adjournment of the Pre-Bid Conference and was seconded by Dr. Reynaldo Nogodula. The Pre-Bid Conference was adjourned at 4:00 o'clock in the afternoon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


REYNILLO D. GARCIA
BAC Chairperson/Goods

DOCUMENTATIONS







University of Southeastern Philippines
Bids and Awards Committee







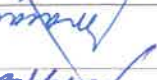




Pre-Bid Conference: Procurement of Consolidated ICT Learning Resources & Equipment (Rebid)
CONTRACT ID NO.:2019-14/GOODS ABC: P 25,686,100.00
09 October 2019 3:00 pm at University Dormitory

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 column/s 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 governmental accounting and finance procedures. We will publish your name, organization, and position title with your photo/video only if needed, such as to identify you as a speaker. If you do not agree to have your photos/videos taken and used with your other personal data as such, please inform the photo/videoographer. If you wish to see your photos/videos, lodge a complaint, or withdraw consent to our continued use of your photos/videos and other personal data, please email pac@usep.edu.ph

Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the abovementioned Picture Policy	Signature
	Male	Female				
Evinda T. Gustilo - NR Ensign/ent/nc-		<input checked="" type="checkbox"/>	0948969889 ledgtech.phile@gmail.com	IT & Computing Products C.M. Pardo Sr. Dr.	Yes	
Desiree L. Ordinaua		<input checked="" type="checkbox"/>	09395226158 desordinaua@gmail.com	Masinglay Computer Center Masinglay St. Cury Manila	Yes	
Mylene M. Sarbuja		<input checked="" type="checkbox"/>	0970-579495 mylent@combi.com.ph	Combi Computer Ctr. USCP	Yes	
Aria G. Pabiona	<input checked="" type="checkbox"/>				Yes	
ARKOTDA, KAREN		<input checked="" type="checkbox"/>	ipd@usep.edu.ph	USCP, IPD	Yes	

Name	Gender		Contact # & E-mail Address	Organization and Address	I agree to the above mentioned Picture Policy	Signature
	Male	Female				
Evette P. Deligen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Pat	<input checked="" type="checkbox"/>	
Regina M. Santos	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Pat / User	<input checked="" type="checkbox"/>	
Maria M. Santos	<input type="checkbox"/>	<input checked="" type="checkbox"/>		User	<input checked="" type="checkbox"/>	
Procesa, Regie	<input checked="" type="checkbox"/>	<input type="checkbox"/>		User - Pat	<input checked="" type="checkbox"/>	
Tomada, Mr. and Mrs. Christine	<input checked="" type="checkbox"/>	<input type="checkbox"/>		redgtechpvt@gmail.com (work) Inc	<input checked="" type="checkbox"/>	
Adelaine Pagkalinagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>		User	<input checked="" type="checkbox"/>	
Leatrice Mungui	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Ken User	<input checked="" type="checkbox"/>	
Olivia D. Espinas	<input checked="" type="checkbox"/>	<input type="checkbox"/>		US to Pat	<input checked="" type="checkbox"/>	
Tom, Alfred	<input type="checkbox"/>	<input checked="" type="checkbox"/>		USP - Pat	<input checked="" type="checkbox"/>	
Regie Ann Urada	<input type="checkbox"/>	<input checked="" type="checkbox"/>		User Pat	<input checked="" type="checkbox"/>	
Rose Muelle C. Poma	<input type="checkbox"/>	<input checked="" type="checkbox"/>		User Pat	<input checked="" type="checkbox"/>	
Timothy Teodoro	<input checked="" type="checkbox"/>	<input type="checkbox"/>		User - Pat	<input checked="" type="checkbox"/>	