



25 July 2018

**ASTI – BIDS AND AWARDS COMMITTEE**

**PRE-BIDDING CONFERENCE FOR SUPPLY AND DELIVERY OF  
LAPTOP COMPUTERS FOR DEPARTMENT OF ENERGY PHASE 3 PROJECT**

1:30 PM, 24 July 2018

ASTI Training Room

**A. Call to Order**

Upon declaration of quorum, **Mr. Rene C. Mendoza**, Vice Chairperson of the Bids and Awards Committee (BAC) - 1, called the meeting to order at 1:30 in the afternoon.

The following were also present:

**BAC-1 Members**

Calvin Artemies G. Hilario, Senior Science Research Specialist  
Jay Samuel L. Combinido, Senior Science Research Specialist  
Mylene N. Monton, Administrative Officer V

**BAC Secretariat**

Katherine B. Ramos, Administrative Officer V

**End-user Representative/s**

Arnold Maranan, Science Research Specialist II  
Vener delos Reyes, Computer Operator III  
Anna Liza P. Oleriana, Administrative Aide IV

**Prospective Bidder's Representative/s**

Jeremy Casignia, Accel Prime Technologies, Inc.  
Toni Yhla Locsin, DCI Int'l. Solutions and Services Corp.  
Jennifer Distor, iEquity Technologies Corp.

**B. Discussion and Presentation of Agenda**

1. Mr. Mendoza announced the title and reference number of the project for the information of the pre-bidding conference attendees. This was followed by a brief introduction of the BAC-1 members, BAC Secretariat, and End-user representatives.

Procurement Project	:	Supply and Delivery of Laptop Computers for Department of Energy - Phase 3 Project
Invitation to Bid (IB) No.	:	18-07-011-M
Purchase Request No.	:	DOE-3-18-06-6020
Approved Budget for the Contract	:	₱1,656,000.00

2. Mr. Mendoza explained that the purpose of having pre-bid conference is for the Prospective Bidders to ask queries and clarify information regarding the procurement project to ensure a good and successful procurement process.

3. Mr. Mendoza asked the BAC Secretariat to play the DOST-ASTI video explaining the checklist of requirements and the changes in the procedure for public bidding as stated in the

2016 revised Implementing Rules and Regulations of Republic Act 9184. The BAC-1 Vice Chairperson also reiterated the following instructions after playing the DOST-ASTI video:

- a. Questions asked by Prospective Bidders must still be asked via email or written form so that the BAC Secretariat can formally reply via issuance of a Supplemental Bid Bulletin (SBB);
  - b. Prospective Bidders must read the DOST-ASTI's Philippine Bidding Documents (PBD), especially the Bid Data Sheet (BDS); and
  - c. Should there be a discrepancy between the DOST-ASTI video and the Bidding Documents, the latter shall prevail.
4. Mr. Mendoza informed the Prospective Bidders of the timeline of the procurement activities, with emphasis on the deadline for clarification request, as well as the submission and receipt of bids.

Activity	Schedule
Deadline of Potential Bidder's Clarification	27 July 2018, 5:00 PM
Deadline of Supplemental Bid Bulletin (SBB)	30 July 2018
Date and Time of Submission of Bids	06 August 2018, 12:00 NN
Date and Time of Opening of Bids	06 August 2018, 1:30 PM

5. Mr. Mendoza explained the contents of the IB and Bid Data sheet. Prospective Bidders asked if they can use other format for the Customer Feedback Form. Mr. Mendoza said that they can use other format as long that the document to be submitted will reflect satisfactory rating.
6. Mr. Mendoza likewise discussed the Schedule of Requirements and concerns raised by the Prospective Bidders are as follows:

Points of Clarification/Query	Reply/Clarification
Delivery terms to be modified from thirty (30) to forty-five (45) calendar days (CD).	It was agreed upon by the BAC-1 and End-users to modify schedule from thirty (30) to forty-five (45) CD.  Mr. Mendoza instructed the BAC Secretariat to reflect the modification in the SBB.

Mr. Mendoza asked the prospective bidder to propound clarifications regarding the Technical Specifications. The following are the concerns raised by Prospective Bidders:

Points of Clarification/Query	Reply/Clarification
Accel Prime Technologies, Inc.  Requested to relax the specifications for the screen size by omitting "comfy view" so as it will not be tailor fitted to a specific product.	The BAC-1 and End-users agreed to delete said specification and instructed the BAC Secretariat to reflect the modification in the SBB.
Accel Prime Technologies, Inc. and DCI Int'l. Solutions and Services Corp.  To modify two (2) years warranty period to one (1) year since the former will require additional cost.	BAC-1 and End-users agreed to modify the warranty period from two (2) years to one (1) year.  Mr. Mendoza instructed the BAC Secretariat to put the modification in the SBB.
DCI Int'l. Solutions and Services Corp.  What is the operating system needed?	End-user answered Windows 10 Pro.

**C. Action Plan**


<b>Action Items</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Remarks</b>
Clarifications	27 June 2018	Prospective Bidders	
SBB	30 July 2018	BAC Secretariat	

**D. Adjournment**

There having no other remaining topic for discussion, the pre-bid conference was adjourned at around 2:15 in the afternoon.

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Prepared by:

  
**KATHERINE B. RAMOS**  
*Head, BAC Secretariat*

Approved by:

  
**RENE C. MENDOZA**  
*Vice Chairperson, BAC-1*