

28 September 2018

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE

1:30 PM, 27 September 2018
ASTI Conference Room

A. Call to Order

Upon declaration of quorum, **Mr. Pedrito B. Mangahas**, 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

Joanna G. Syjuco, Chief Science Research Specialist
Calvin Artemies G. Hilario, Senior Science Research Specialist
Mylene N. Monton, Administrative Officer V

BAC Secretariat

Katherine B. Ramos, Administrative Officer V

End-user Representative/s

Norhayla S. Magandia, Science Research Specialist I

Prospective Bidder's Representative

Jose de Leon, DBP Service Corp.

B. Discussion and Presentation of Agenda

1. Mr. Mangahas announced the titles and reference numbers 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 DESCRIPTION/DETAILS	TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)
Invitation to Bid No. 18-08-2039-A Purchase Request No. EPIC-18-07-6169 Outsourcing of Manpower Complement for EPIC Project	PhP783,072.12
Invitation to Bid No. 18-09-2126 Purchase Request No. PISD-18-08-6504 Supply and Delivery of Laptop Computers for Philippine Indigenous Instrument Sounds Database and DOE-OSECC Projects	PhP714,075.00

2. Mr. Mangahas noted that there were no prospective bidders for the Supply and Delivery of Laptop Computers for Philippine Indigenous Instrument Sounds Database and DOE-OSECC Projects. He acknowledged the presence of Mr. de Leon from the DBP Service Corp., Prospective Bidder for the Outsourcing of Manpower Complement for EPIC Project.
3. He 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.

4. Mr. Mangahas 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 Chairperson reiterated the following instructions after playing the DOST-ASTI video:
- 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);
 - Prospective Bidders must read the DOST-ASTI's Philippine Bidding Documents (PBD), especially the Bid Data Sheet (BDS); and
 - Should there be a discrepancy between the DOST-ASTI video and the Bidding Documents, the latter shall prevail.
5. Mr. Mangahas informed the Prospective Bidder 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	29 September 2018
Deadline of SBB	02 October 2018
Date and Time of Submission of Bids	09 October 2018, 12:00 NN
Date and Time of Opening of Bids	09 October 2018, 1:30 PM

6. Mr. Mangahas explained the contents of the Invitation to Bid and emphasized that the fee for the procurement project's PBD is P1,000.00. He discussed the BDS and enumerated the additional requirements of the Procuring Entity.

Mr. Mangahas asked the Prospective Bidder to propound clarifications regarding the procurement project. The following were the concerns raised by Prospective Bidder:

Points of Clarification/Query	Reply/Clarification
What is the contract duration?	The contract duration is from 05 November 2018 to 31 December 2018. The BAC Chairperson instructed the BAC Secretariat to include the exact information in the SBB.
Did the End-user started to screen applicants, or would the bidder submit resumes for screening of End-user?	End-user said that they will start to screen applicants. This is provided for in the term sheet and Section VII. Technical Specifications of the PBD.


C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	29 September 2018	Prospective Bidders	
SBB	02 October 2018	BAC Secretariat	

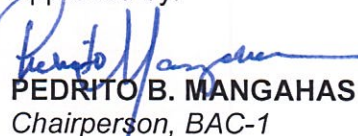
D. Adjournment

There having no other remaining topic for discussion, the pre-bid conference was adjourned at around 2:00 in the afternoon.

Prepared by:


KATHERINE B. RAMOS
 Head, BAC Secretariat

Approved by:


PEDRITO B. MANGAHAS
 Chairperson, BAC-1



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



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BIDS AND AWARDS COMMITTEE
Thursday, 27 September 2018
ASTI Conference Room, 1:30 PM

**PRE-BIDDING CONFERENCE
ATTENDANCE SHEET**

NAME	COMPANY	EMAIL	TEL. NO.	SIGNATURE
JOSE DE LEON	DBP SERVICE CORP.	marketing@dbpsc.com.ph	895-1393	<i>[Signature]</i>
PEAS MANGAYAS	POST-ASTI			<i>[Signature]</i>
Calvin Hilario	POST-ASTI			<i>[Signature]</i>
MYLENE MARTIN	POST-ASTI			<i>[Signature]</i>
NORHAYLA MAGANDIA	POST-ASTI			<i>[Signature]</i>
JOHANNA G. SUTUGO				<i>[Signature]</i>
Katherine B. Ramos				<i>[Signature]</i>

Invitation to Bid No. 18-08-2039 for Outsourcing of Manpower Complement (ABC: PHP783,072.12)

Invitation to Bid No. 18-09-2126 for Supply and Delivery of Laptop Computers for Phil. Indigenous Instrument and DOE-OSECC (ABC: PHP714,075.00) *No prospective bidder*

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101
 • Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760
 • Fax No.: +632 925-8598