

Republic of the Philippines

Department of Science and Technology

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



ASTI – FM 03-21  
REV 0 / 02 April 2018

09 July 2019

**ASTI – BIDS AND AWARDS COMMITTEE**

**PRE-BIDDING CONFERENCE**

1:30 PM, 09 July 2019

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***

Rene C. Mendoza, Chief Science Research Specialist  
Joanna G. Syjuco, Chief Science Research Specialist  
Calvin Artemies G. Hilario, Senior Science Research Specialist  
Roel M. dela Cruz, Senior Science Research Specialist  
Mylene N. Monton, Administrative Officer V

***BAC Secretariat***

Katherine B. Ramos, Administrative Officer V  
Jharvee V. Ramos, Administrative Assistant I

***End-user Representatives***

Jaros M. Lacerna, Science Research Specialist II  
George A. Mesina, Science Research Specialist I

***Prospective Bidders***

Tescel Cabrera-Sunga, EGM Systems Global Technologies, Inc.  
April B. Protacio, EGM Systems Global Technologies, Inc.

**B. Discussion and Presentation of Agenda**

Mr. Mangahas said that the Pre-bidding Conference is for the Supply and Delivery of Fixed and Mobile Measurement Facility and Server, two (2) lots, under Invitation to Bid (IB) No. 19-04-2364-A with a total Approved Budget of the Contract (ABC) amounting to One Million Nine Hundred Thirty Thousand Pesos Only (₱1,930,000.00). He asked representatives of EGM Systems Global Technologies, Inc. if they will bid for both items, Ms. Protacio said that they will bid only for Lot No. 1 - Fixed and Mobile Measurement Facility.

Mr. Mangahas 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 good and successful procurement process. He then 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. He reiterated the following points:

- a) Questions asked by prospective bidders during the Pre-bidding Conference *must* still be asked via email or formal communication so that the BAC Secretariat can formally reply via issuance of a bid bulletin;
- b) Prospective bidders must read the Bidding Documents, especially the Bid Data Sheet (BDS); and
- c) Should there be a discrepancy between the DOST-ASTI video and the Philippine Bidding Documents (PBD), the latter shall prevail.

Mr. Mangahas discussed the common reasons of bidders' disqualifications based on the Committee's experiences in previous procurement projects, as follows:

- a) Failure in submitting additional requirements as specified in the BDS. Prospective bidders are highly encouraged to double check all documents (as part of the bid) to be submitted to the BAC-1;
- b) Failure in signifying compliance in each individual parameter of Section VII. Technical Specifications. He explained that failure to indicate "Comply" in each individual parameter of the technical specifications of the item/s to be bid shall constitute disqualification or ineligibility of the bid.

Mr. Mangahas likewise informed the prospective bidders that there be a Supplemental Bid/Bulletin released by the BAC-1, amending Section VI. Schedule of Requirements and Section VII. Technical Specifications, a form containing amendment of particular requirement/s will be attached. The bidders must:

- a) Indicate their statement of compliance.
  - For Section VI. Schedule of Requirements, statement of compliance can be found at the bottom part of the document.
  - For Section VII. Technical Specifications, the requirement/s will be in tabular format (same presentation in the PBD) and compliance must be indicated in each individual parameter of the specification/s.
- b) Attach the duly accomplished document to the original documentary requirement.

Mr. Mangahas explained that the BAC-1 issued Supplemental Bulletin No. 2019-07-015 amending the dates of the Pre-bidding Conference and Submission and Opening of Bids due to lack of members present last 04 July 2019. He 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	Deadline
Potential Bidder's Clarification	12 July 2019
Issuance of SBB	15 July 2019
Date and Time of Submission of Bids	22 July 2019, 12:00 NN
Date and Time of Opening of Bids	22 July 2019, 1:30 PM

He then proceeded by explaining the contents of the IB, BDS, Schedule of Requirements and Technical Specifications. The following were the queries of prospective bidders:

PROSPECTIVE BIDDER QUERY	REPLY/CLARIFICATION
We will only bid for Lot 1, the BDS says that goods are in single lot.	End-user confirmed that the awarding is on a per lot basis, hence, Clause 28.3(a) will be amended.
Must have at least three (3) years replacement warranty. The battery life span is three (3) years but the back-to-back warranty with manufacturer is one (1) year only. Is it possible if we offer one (1) year warranty instead of three (3) years?	One (1) year warranty is acceptable.  Mr. Mangahas instructed the prospective bidders to email the concern. Likewise, he instructed the End-users to think of the proposal before an amendment be made.
Battery delivered must be factory sealed and must have manufacturer certification and warranty with a production year of at least second half of 2018. Is Q4 production acceptable?	Yes, Q4 production is acceptable.
For the air conditioning units, five (5) years warranty on compressor and one (1) year on parts. Is it acceptable if we will provide units with one (1) year warranty only both for compressor and parts?	Yes, it is acceptable.  Once again, Mr. Mangahas told End-users to contemplate on the revisions on warranty before amending the specifications.

Can we request for delivery extension from thirty (30) calendar days to sixty (60) calendar days lead time?	Sixty (60) calendar days delivery is acceptable.
For the Single Largest Completed Contract (SLCC), may we request that the fifty percent (50%) SLCC would be modular UPS only?	Mr. Mangahas said that since the main equipment in Lot 1, SLCC for modular UPS is acceptable.

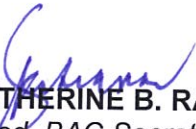
**C. Action Plan**

Action Items	Due Date	Person Responsible	Remarks
Clarifications	12 July 2019	Prospective Bidders	
Bid Bulletins	15 July 2019	BAC Secretariat	

**D. Adjournment**

There having no other remaining topic for discussion, the pre-bid conference was adjourned at around 2:30 in the afternoon.

Prepared by:

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

Approved by:

  
**PEDRITO B. MANGAHAS**  
 Chairperson, BAC-1



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**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



ASTI - FM 03-36  
REV 0 / 27 Jul 2018

BIDS AND AWARDS COMMITTEE  
July 09, 2019 (Tuesday)  
ASTI Conference Room, 1:30 PM

**PRE-BIDDING CONFERENCE  
ATTENDANCE SHEET**

NAME	COMPANY	EMAIL	TEL. NO.	SIGNATURE
calvin Alaric	best-bstl			
Rod de la Cruz	POST-ASTI			
George Mesina	ASTI			
JAMES JABELM6	ASTI			
JOANNA SUTCO	POST-ASTI			
MYLENE monton	POST-ASTI			
RENE MENDOZA	POST-ASTI			
REOS MARGARITA	POST-ASTI			
Therese V. Ramos	POST-ASTI			
Katherine B. Ramos	POST-ASTI			
Tesal Cabanera	EUM	tesal@egmsystems.com.ph	017 136 2611	
JM	PC	jofreymagna@yachoo.com	0959006937	
April Protacio	EUM	aprotacio@egmsystems.com.ph	0908 722 5442	
JF				

Invitation to Bid No. 19-04-2364 for the Supply and Delivery of Fixed and Mobile Measurement Facility (ABC: P1,930,000.00)

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