



24 September 2019

ASTI – FM 03-21
 REV 0 / 13 June 2019

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE
 1:30 PM, 23 September 2019
 ASTI Conference Room

A. Call to Order

Mr. Pedrito B. Mangahas, Chairperson of the Bids and Awards Committee (BAC) - 1, called the meeting to order at 1:30 in the afternoon. This was succeeded by a roll-call of BAC-1 members.

BAC-1 Members

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

BAC Secretariat

Katherine B. Ramos, Administrative Officer V
 Vladimir R. Suan, Administrative Officer II
 Jharvee V. Ramos, Administrative Assistant I

Bidder Representative/s

Mandy Globo, BCI Asia Philippines, Inc.
 Roselle Camat, EGM Systems Global Technologies, Inc.
 Geneva Malabay, EGM Systems Global Technologies, Inc.
 Arline Lascano, Lightnet Connect Systems Corporation.
 Mary Ann Villanueva, Lightnet Connect Systems Corporation.
 Sharmaine Dela Cruz, Pronet Systems Integrated Network Solution, Inc.
 Edmar Canin, Pronet Systems Integrated Network Solution, Inc.
 Hazel Lacdo-o, Pronet Systems Integrated Network Solution, Inc.
 Cherry Anne Sarmiento, Tracerline Technologies, Inc.
 Moral Aileen, Tracerline Technologies, Inc.
 Ana Alfano, Tracerline Technologies, Inc.

End-user Representative

Khatlyn S. Rabago, Science Research Specialist I

B. Discussion and Presentation of Agenda

Mr. Mangahas explained that the pre-bidding is for the Supply, Delivery, Installation and Configuration of One (1) Lot Wireless Network Equipment, with a total Approved Budget for the Contract (ABC) amounting to One Million Five Hundred Thousand Pesos Only (₱1,500,000.00). He then emphasized the following details:

ACTIVITY	DATE
Submission of Bids	07 October 2019, 12:00 PM
Opening of Bids	07 October 2019, 1:30 PM
Deadline of Potential Bidder's Clarifications	27 September 2019
Deadline of DOST-ASTI's Supplemental Bulletin	30 September 2019

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 No. 9184.

Mr. Mangahas clarified that, in case of inconsistencies in the documents required in the shown video due to new issuances, resolutions, GPPB non-policy, or any rules prescribed by law, the requirements in the latest edition of the Philippine Bidding Documents shall prevail.

Additionally, he reminded the prospective bidders about the "no contact rule." He instructed that the bidders and End-user to course to the BAC Secretariat all concerns which may arise during the conduct of the post-qualification evaluation. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall also be in writing, for queries asked during the pre-bid conference, it is highly recommended that an email or formal letter be sent to the BAC Secretariat for documentation and reference in case of changes in the original bidding document.

Furthermore, he clarified the "pass or fail" criteria for submission of the two envelopes which contains the technical and financial documents wherein the former will be presented first. He also added that presence, absence, and insufficient of the former will result in a fail bid and will not continue to open the latter document.

He then reiterated the following:

- a) Failure in submitting all requirements per instruction in the bidding documents, specifically, the Class "A" and technical documents. He also reminded to thoroughly check the expiration dates for the licenses if applicable.
- b) Failure in signifying compliance in each individual parameter of Section VII. Technical Specifications
 - Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.
 - He also 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.
 - Should there be amendments on the Schedule of Requirements and Technical Specifications the BAC-1 will issue a bid bulletin, together with amended forms. The bidders may:
 - ✓ Amend the original forms in the Bidding Documents; and
 - ✓ Accomplish the amended forms attached to the bid bulletin by indicating the statement of compliance, and append the duly accomplished amended forms to the original document. The original document/form must be likewise accomplished by the bidders.
 - It is highly recommended that the bidders sort their bids by putting tabs or markers for each respective document.

He then proceeded by explaining the contents of Invitation to Bid, Bid Data Sheet (BDS), and Schedule of Requirements. During the discussion, he highlighted the following points:

- a. The complete set of Bidding Documents may be acquired by interested bidders upon payment of applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (P5,000.00);
- b. Clause 13.1(c) under the BDS that bidder/s must submit Bill of Materials as part of the financial component of the bid; and
- c. Section VI, Schedule of Requirements that the items should be fully delivered forty-five (45) days upon issuance of Notice of Proceed. Else, PO/Contract will be automatically cancelled if items will not be delivered within the specified period. This is due to the cash-based budgeting system being implemented by the government.

Mr. Mangahas asked the prospective bidders for their queries under the Technical Specifications. The following were asked by the prospective bidders:

PROSPECTIVE BIDDER QUERY	REPLY/CLARIFICATION
For 1.11, does the upgrade license for each access point includes patches or replacement of the whole unit?	End-user representative answered that they will require firmware only.
For 2.1, is it possible if we offer cloud-based controller or the usual physical Wi-Fi controller?	Mr. Mangahas instructed the End-user to review the specifications and inform the BAC Secretariat of them modifications.
For the structured cabling, what are the included materials and are there already available cables?	No, there are no ready cables. The prospective bidders may do a site survey.
Is it possible to have a copy of DOST-ASTI's floor plan?	The End-user representative answered that they will provide the floor plan.
In the floor plan, does it include the access points for the eighteen (18) unit equipment that are to be procured?	Yes, however, only for the access points in the current set-up.

The BAC-1 committee concluded that there be a schedule of site survey on 26 September 2019 in the afternoon.

C. Action Plan

ACTION ITEMS	DUE DATE	PERSON RESPONSIBLE	REMARKS
Clarifications	27 September 2019	Prospective Bidders	
Bid Bulletin	30 September 2019	BAC Secretariat	

D. Adjournment

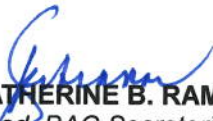
There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 2:30 in the afternoon.

Prepared by:



VLADIMIR R. SUAN
Member, BAC Secretariat

Noted 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



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

BIDS AND AWARDS COMMITTEE
September 23, 2019
ASTI Conference Room, 1:30 PM

**PRE-BIDDING CONFERENCE
ATTENDANCE SHEET**

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Rene Munda Za				
Yedimir D. Susan	DOST-ASTI			
Katherine B. Ramos	DOST-ASTI			
PEGS MANSANANG	DOST-ASTI			
KHATYAN MARSHO	DOST-ASTI			
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Erol de la Cruz	DOST-ASTI			
Mary Ann Villaverde	TRACERLINE	sales@compgroupco.com	642-2143	

Invitation to Bid No. 19-09-2694 for the Supply and Delivery of One (1) Lot Wireless Network Equipment (ABC: P1,500,000.00)

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