



20 April 2020

ASTI – BIDS AND AWARDS COMMITTEE**PRE-BIDDING CONFERENCE**

1:30 PM, 16 April 2020

Via Webex Teams (Videoconferencing)

A. Call to Order

Present in the Pre-bidding Conference via Videoconferencing were:

Bids and Awards Committee (BAC) – 1 Members

	Name	Position
1.	Pedrito B. Mangahas	BAC-1 Chairperson
2.	Rene C. Mendoza	BAC-1 Vice Chairperson
3.	Roel M. De La Cruz	BAC-1 Member
4.	Joanna G. Syjuco	BAC-1 Member
5.	Calvin G. Hilario	BAC-1 Member
6.	Mylene N. Monton	BAC-1 Member

BAC Secretariat

	Name	Position
1.	Cheraline A. Borja	BAC Secretariat Member
2.	Vladimir R. Suan	BAC Secretariat Member

End-user

	Name	Position
1.	Peter Antonio B. Banzon	Chief Science Research Specialist
2.	Christine T. Pagador	Project Assistant I

Bidders

	Name	Company
1.	Romano M. Quilloy	VRTSystems Coporation
2.	Edwin Forcadela	VRTSystems Corporation
3.	Paulo Arcenal	VRTSystems Corporation
4.	Joyce Mance	Joneco Tech Marketing
5.	Judith L. Mape	Infoworx Incorporated
6.	Mark Sagaydoro	Unison Computer Systems, Inc.
7.	Roberto Fernandez	Unision Computer Systems, Inc.
8.	Hazel Lacdo-o	Pronet Systems Integrated Network Solution

Other Attendees

	Name	Company
1.	Victor Gruet	EPDC
2.	Earl Qua	EPDC
3.	Emmanuel Antonio	EPDC

There being complete members present, quorum was declared for the conduct of Pre-bidding Conference.

B. Discussion and Presentation of Agenda

Mr. Mangahas explained that the Pre-bidding Conference is for the procurement of the Supply and Delivery of Laptops and Others Items with a total Approved Budget for the Contract (ABC) amounting to Three Million Eight Thousand Pesos (₱3,008,000.00) and Supply and Delivery of PCB Board Cutter and Others Items with a total Approved Budget for the Contract (ABC) amounting to Nine Million Five Hundred Twenty-Seven Thousand Four Hundred Eighty Five (₱9,527,485.00).

Thereafter, he emphasized the following details:

Activity	Date
Submission of Bids	28 April 2020, 10:00AM
Opening of Bids	28 April 2020, 10:30AM
Deadline of Potential Bidder's Clarifications	18 April 2020
Deadline of Supplemental Bulletin	21 April 2020

Mr. Mangahas instructed Ms. Borja to list the bidders whom joined the videoconferencing and the bidders to send the following information, to bac-sec@asti.dost.gov.ph to serve as an attendance.

Name:

Company:

Email Address:

Contact Info:

Mr. Mangahas explained that the purpose of having a Pre-bidding 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 pursuant to the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. He clarified that, in case of inconsistencies in the documents required in the video and the Philippine Bidding Documents, the latter shall prevail. Additionally, he reminded the prospective bidders about the "no contact rule." He instructed the prospective 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-bidding 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.

Mr. Mangahas explained that the BAC-1 shall observe/use the non-discretionary "pass/fail" criterion as provided for in the 2016 Revised IRR of RA No. 9184. If the bidder submits the required document, it shall be rated "passed" for the particular requirement. If the bidder fails to include any requirement or are incomplete or patently insufficient, its bid shall be considered as "failed".

He also explained the following:

- a. Bidders must state here either "Comply" or "Not Comply" against each individual parameter of specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.
- b. Should there be amendments in Schedule VI. Schedule of Requirements and Section VII. Technical Specifications the BAC-1 will issue a Supplemental/Bid Bulletin and amended forms. Bidder/s may **(i)** indicate compliance in the original and amended forms or **(ii)** revise the forms in the DOST-ASTI Bidding Documents to reflect changes in the Supplemental/Bid Bulletin and indicate compliance. These forms must be submitted as part of the Technical Component of the bid.

Mr. Mangahas proceeded by explaining the contents of Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VI. Schedule of Requirements and Section VII. Technical Specifications of the procurement projects. During the discussion, he highlighted that the complete set of Bidding Documents may be already be acquired by interested bidder/s and the payment of applicable fee shall be on 28 April 2020, 10:00 AM, pursuant to the latest Guidelines issued by the Government Procurement Policy Board, in the amount of Ten Thousand Pesos Only (₱10,000.00) for the Supply

and Delivery of PCB Board Cutter and Other items and Five Thousand Pesos for the Supply and Delivery of Laptops and Other Items (₱5,000.00).

He then highlighted the following details:

Single Largest Complete Contract (SLCC), the supplier must attach one of the following documents as a verifiable evidence:

- Official Receipt
- Sales Invoice
- Statement of End-user’s Acceptance reflecting the total Contract Price

For Post-Qualification and Additional Requirements of both Procurements project:

Supply and Delivery of PCB Board Cutter and Other Items	Supply and Delivery of Laptops and Other Items
Additional Requirements	Additional Requirements
a. Proof of Authority; b. Proof of Offer for manufacturer’s supplied items containing all the technical information about the product, i.e., product brochures; c. Statement from the Prospective Bidder that it will provide necessary aftersales technical support including trained technician, engineers or personnel, who are competent and qualified to provide aftersales service; d. Troubleshooting escalation procedure which must include contact details of personnel in charge of technical support; e. Proof of Warranty for parts and labor pursuant to Section VII. Technical and Specifications; and f. Client/Customer Feedback Form, with at least Very Satisfactory in rating, from one (1) government agency except DOST-ASTI or private corporation, with whom the janitorial service provider has a past or ongoing contract.	a. Proof of Authority; b. Proof of Offer for manufacturer’s supplied items containing all the technical information about the product, i.e., product brochures; c. Statement from the Prospective Bidder that it will provide necessary aftersales technical support including trained technician, engineers or personnel, who are competent and qualified to provide aftersales service; d. Troubleshooting escalation procedure which must include contact details of personnel in charge of technical support; e. Proof of Warranty for parts and labor pursuant to Section VII. Technical and Specifications; and f. Client/Customer Feedback Form, with at least Very Satisfactory in rating, from one (1) government agency except DOST-ASTI or private corporation, with whom the janitorial service provider has a past or ongoing contract.
Post Qualification Requirements	Post Qualification Requirements
a. Six (6) months of income and business tax return preceding the date of submission of bids.	a. Six (6) months of income and business tax return preceding the date of submission of bids.

When asked to propound queries on Technical Specifications, the prospective bidders raised the following:

1. Supply and Delivery of PCB Board Cutter and Other Items

Prospective Bidder Query	Reply/Clarification
Is it possible to move the opening of bids on May or after ECQ?	Mr. Mangahas answered that they send an email to the BAC-SEC regards to their query and the End-user to review the said proposal, if necessary, a Supplemental Bid Bulletin will be issued.
Is it possible to change the schedule of requirements from on or before 15 June 2020 to 60 Calendar Days?	Mr. Mangahas answered that they send an email to the BAC-SEC regards to their query and the End-user to review the said proposal, if necessary, a Supplemental Bid Bulletin will be issued.

2. Supply and Delivery of Laptops and Other Items

Prospective Bidder Query	Reply/Clarification
For Lot No. 1 Laptop, is it possible to change the specification from Intel Core i7-856U Processor 1.8 GHz (8M Cache, up to 4.6 GHz) (equivalent or better) to Intel Core i7 8 th Gen (equivalent or better)	End-user answered that they send an email to the BAC-SEC regards to their query, to check on the requirements. if necessary, a Supplemental Bid Bulletin will be issued.
For Lot No. 1 Laptop, No. 3 Display, is it possible to change the specification from 14 inches/FHD 1920x1080 to 14 inches HD resolution (equivalent or better)	End-user answered that they send an email to the BAC-SEC regards to their query, to check on the requirements. if necessary, a Supplemental Bid Bulletin will be issued.
For Lot No. 2 Laptop, No. 6 Video Graphics, do we need to provide a laptop with built in NVIDIA GeForce MX230 and a separate 2.2GB of dedicated GDDR5 VRAM?	End-user answered that the laptop for Lot No.2 must have a built-in video card and a separate dedicated one.
For Lot No. 4 Desktop, are monitors included?	End-user answered that monitors are not required, and clone will be accepted.
Is it possible to move the delivery date from 45 calendar days to 60 calendar days?	Mr. Mangahas that they send an email to the BAC-SEC regards to their query, to check on the requirements. if necessary, a Supplemental Bid Bulletin will be issued.


C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	18 April 2020	Prospective Bidders	
Supplemental/Bid Bulletin	21 April 2020	BAC Secretariat	

D. Adjournment

There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 3:30 PM.

Prepared by:


CHERALINE A. BORJA
 Member, BAC Secretariat

Approved by:

PEDRITO B. MANGAHAS
 Chairperson, BAC-1