



19 June 2020

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE

1:30 PM, 10 June 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. | Andrea M. Jabagat | BAC Secretariat Member |
| 2. | Vladimir R. Suan | BAC Secretariat Member |

End-user

| | Name | Position |
|----|-----------------|-----------------------------------|
| 1. | Rene C. Mendoza | Chief Science Research Specialist |

Bidders

| | Name | Company |
|----|---------------------|--------------------------------------|
| 1. | Edwin Forcadela | VRTSystems Corporation |
| 2. | Paulo Arcenal | VRTSystems Corporation |
| 4. | Erwin Cornejo | Advance Solutions Inc |
| 5. | Fatima B. Licardo | Quartz Business Products Corporation |
| 6. | Camille A. Kilakiga | Integrated Computer Systems, Inc. |
| 7. | Travis Robles | Integrated Computer Systems, Inc. |

Other Attendees

| | Name | Company |
|----|----------------|----------------|
| 1. | Victor Gruet | EPDC |
| 2. | Hilary De Leon | 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 | 22 June 2020, 12:00PM |
| Opening of Bids | 23 June 2020, 1:30PM |
| Deadline of Potential Bidder's Clarifications | 12 June 2020 |
| Deadline of Supplemental Bulletin | 15 June 2020 |

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 Bidders if they have watched 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. Unless a Supplementary Bid Bulletin is issued the procurement project's original conditions and specifications will remain as is.
- b. The Bidder has two options if a Supplementary Bid Bulletin is issued:
 - Edit the original technical specifications in order to reflect the latest supplementary bid bulletin revisions and then indicate "Comply" / "Not Comply" on each specification or performance requirements.
 - Indicate "Comply" / "Not Comply" on each specification or performance requirements of the original technical specifications. Then attach the supplementary bid bulletin indicating "Comply" / "Not Comply" on each specification or performance requirement on the supplementary bid bulletin's revised Technical Specification form.
- c. Failure to indicate comply on the latest specification or performance requirement will render that bid for that particular lot failed.

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 22 June 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:

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 |
|---|--|
| Can electronic be classified as similar contract for the Supply and Delivery of PCB Board Cutter and Other Items? | 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. |
| Since there are separate lots, for instance we will just bid for certain items and not all, how are going to compute the minimum 50% value of the SLCC, is it based on the value of each item or the total amount of the items that we are going to participate in? If it is the latter, will it be fine to use a single project for all items even though it is just the same in nature in one of the items? | Mr. Mangahas answered that they send an email to the BAC-SEC regards to their query and the BAC-SEC to inquire the said query to Government Procurement Policy Board (GPPB), if necessary, a Supplemental Bid Bulletin will be issued. |

2. Supply and Delivery of Laptops and Other Items

| Prospective Bidder Query | Reply/Clarification |
|---|---|
| Is it possible to change the delivery schedule from forty-five (45) calendar days to sixty (6) calendar days? | End-user granted the request; accordingly, Mr. Mangahas instructed the BAC-SEC to issue a Supplemental Bid Bulletin reflecting the amendment. |

Before the conclusion of the meeting, Mr. Mangahas reminded the End-user to indicate units in the technical specification and the BAC-SEC to add in the Supplemental Bid Bulletin instructions in practicing social distancing inside DOST-ASTI's premises.

C. Action Plan

| Action Items | Due Date | Person Responsible | Remarks |
|---------------------------|--------------|---------------------|---------|
| Clarifications | 12 June 2020 | Prospective Bidders | |
| Supplemental/Bid Bulletin | 15 June 2020 | BAC Secretariat | |

D. Adjournment

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

Prepared by:

VLADIMIR R. SUAN
Administrative Officer II

Approved by:

PEDRITO B. MANGAHAS
Chairperson, BAC-1