



28 August 2020

ASTI – BIDS AND AWARDS COMMITTEE

PRE-BIDDING CONFERENCE

1:30 PM, 25 August 2020

Via Videoconferencing (Cisco Webex)

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.	Joanna G. Syjuco	BAC-1 Member
4.	Roel M. Dela Cruz	BAC-1 Member
5.	Calvin Artemies G. Hilario	BAC-1 Member

BAC Secretariat

	Name	Position
1.	Katherine B. Ramos	Head, BAC Secretariat
2.	Vladimir R. Suan	Member, BAC Secretariat

End-user

	Name	Position
1.	Glenn Vincent C. Lopez	Senior Science Research Specialist
2.	Adrian Aristotle P. Dellagas	Science Research Specialist I
3.	Jerico M. Orejudos	Science Research Specialist I
4.	Kyle Patrick I. Bartido	Science Research Specialist I

Bidders

	Name	Company
1.	Maribelle Uy	Ace Electronics Technology, Inc.
2.	Mark Anthony Adviento	West Point Engineering Supplies, Inc.
3.	Myrla Punongbayan	Cleanworld Trading and Supplies, Inc.

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 following procurement projects:

1. Supply and Delivery of One (1) Lot Laptops for Research and Development and Other Items, with a total Approved Budget for the Contract (ABC) amounting to One Million Five Hundred Fifty Thousand Pesos Only (₱1,550,000.00); and
2. Supply and Delivery of Two (2) Kits Electric Field Mill with a total ABC amounting to One Million Five Hundred Ninety-Four Thousand Pesos Only (₱594,000.00).

Thereafter, he emphasized the following details:

Activity	Date
Submission of Bids	07 September 2020, 12:00PM
Opening of Bids	08 September 2020, 1:30PM
Deadline of Potential Bidder's Clarifications	28 August 2020
Deadline of Supplemental Bulletin	31 August 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 Mr. Suan 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 then 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 are already available and may be acquired by interested bidder/s, as said Documents are posted on the DOST-ASTI and PhilGEPS websites. The payment of applicable fees, which were cited in Section I of the Bidding Documents, shall be on 07 September 2020, 7:00 AM to 12:00 NN only.

Due to the similarity of the procurement projects, Mr. Mangahas decided to explain the following requirements at once:

SUPPLY AND DELIVERY OF ONE (1) LOT LAPTOPS FOR RESEARCH AND DEVELOPMENT AND OTHER ITEMS	SUPPLY AND DELIVERY OF TWO (2) KITS ELECTRIC FIELD MILL
ADDITIONAL REQUIREMENTS	
<ul style="list-style-type: none"> 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, labor and/or repair; and f. Customer Feedback Form with at least Very Satisfactory Rating from the Bidder's client, 	<ul style="list-style-type: none"> 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, labor and/or repair; and f. Customer Feedback Form with at least Very Satisfactory Rating from the Bidder's client,

preferably the client with the Single Largest Completed Contract (except DOST-ASTI).	preferably the client with the Single Largest Completed Contract (except DOST-ASTI).
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 One (1) Lot Laptops for Research and Development and Other Items

Prospective Bidder Query	Reply/Clarification
Do we need to submit Manufacturer's Authorization as an additional requirement?	Mr. Mangahas answered that it is not required to submit a Manufacturer's Authorization since it is not indicated in the Bidding Document.
May we submit Single Largest Completed Contract (SLCC) for Lightning Protection?	Mr. Lopez answered that SLCC for Lightning Protection will be accepted, as well as other meteorological sensors in general.
Do we need to attach copies of PO and NTP for the SLCC?	Mr. Mangahas answered that the attachment for the SLCC are as follows: a. Official Receipt; b. Sales Invoice; and c. Statement of End-user's Acceptance with contract amount.

2. Supply and Delivery of Two (2) Kits Electric Field Mill

No queries asked for the procurement project.

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	28 August 2020	Prospective Bidders	
Supplemental/Bid Bulletin	31 August 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
Member, BAC Secretariat

Noted by:

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:

PEDRITO B. MANGAHAS
Chairperson, BAC-1