



20 July 2020

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

11:00 AM, 16 July 2020

Via Webex Teams (Videoconferencing)

A. Call to Order

Present in the Pre-bidding Conference via videoconferencing were:

Bids and Awards Committee (BAC) – 2 Members

	Name	Position
1.	Paul John M. Serrano	BAC-2 Chairperson
2.	Narcisa Juvilyn C. Castaneda	BAC-2 Vice Chairperson
3.	Alvin E. Retamar	BAC-2 Member
4.	Glenn Vincent C. Lopez	BAC-2 Member
5.	Emmanuel P. Balintec	BAC-2 Member

BAC Secretariat

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

End-user

	Name	Position
1.	Calvin Artemies G. Hilario	Senior Science Research Specialist
2.	Julius M. Judan	Science Research Specialist I

Bidders

	Name	Company
1.	Henry R. Sarmiento	Unotronix, Inc.
2.	Joseph B. Alonzo	Skymap Global Philippines, Inc.

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

B. Discussion and Presentation of Agenda

Mr. Serrano explained that the Pre-bidding Conference is for the following procurement projects:

1. Supply and Delivery of One (1) Lot Spectrum Analyzer with a total Approved Budget for the Contract (ABC) amounting to Five Million Five Hundred Thousand Pesos Only (₱5,500,000.00);
2. Supply and Delivery of One (1) Lot Downconverter with a total ABC amounting to One Million Five Hundred Thousand Pesos Only (₱1,500,000.00); and
3. Supply and Delivery of High Resolution Optical and SAR Direct Reception Imaging Services with a total ABC amounting to Six Million One Hundred Fifty Thousand Pesos Only (₱6,150,000.00).

Thereafter, he emphasized the following details:

Activity	Date
Submission of Bids	28 July 2020, 12:00PM
Opening of Bids	29 July 2020, 1:30PM
Deadline of Potential Bidder's Clarifications	18 July 2020
Deadline of Supplemental Bulletin	21 July 2020

Mr. Serrano 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. Mr. Serrano then instructed the BAC Secretariat to send the video link to prospective bidders via email. He clarified that, in case of inconsistencies in the documents required in the video and the Philippine Bidding Documents (PBD), 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 there will be changes in the original PBD.

Mr. Serrano explained that the BAC-2 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 PBD may be already be acquired by interested bidder/s and the payment of applicable fee shall be on 28 July 2020, 7:00 AM to 12:00 NN, in the amount of Ten Thousand Pesos Only (₱10,000.00) for the Supply and Delivery of One (1) Lot Spectrum Analyzer and Supply and Delivery of High Resolution Optical and SAR Direct Reception Imaging Services and Five Thousand Pesos for the Supply and Delivery of One (1) Lot Downconverter (₱5,000.00).

Mr. Serrano highlighted the following details for the three (3) procurement projects:

1. Additional Requirements

Supply and Delivery of One (1) Lot Spectrum Analyzer	Supply and Delivery of One (1) Lot Downconverter	Supply and Delivery of One (1) Lot High Resolution Optical and SAR Direct Reception Imaging Services
a. Proof of Authority;	a. Proof of Authority;	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;	b. Proof of Offer for manufacturer's supplied items containing all the technical information about the product, i.e., product brochures;	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;	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;	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	d. Troubleshooting escalation procedure which must include	d. Troubleshooting escalation procedure which must include

<p>contact details of personnel in charge of technical support;</p> <p>e. Proof of Warranty for parts and labor pursuant to Section VII. Technical and Specifications;</p> <p>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; and</p> <p>g. Certificate from the distributor/manufacture indicating that the bidder is authorized reseller/dealer of the brand.</p>	<p>contact details of personnel in charge of technical support;</p> <p>e. Proof of Warranty for parts and labor pursuant to Section VII. Technical and Specifications; and</p> <p>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.</p>	<p>contact details of personnel in charge of technical support;</p> <p>e. Proof of Warranty for parts and labor pursuant to Section VII. Technical and Specifications; and</p> <p>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</p>
--	--	---

2. Post Qualification Requirements

Supply and Delivery of One (1) Lot Spectrum Analyzer	Supply and Delivery of One (1) Lot Downconverter	Supply and Delivery of One (1) Lot High Resolution Optical and SAR Direct Reception Imaging Services
<p>a. Six (6) months of income and business tax return preceding the date of submission of bids; and</p> <p>b. Trial Testing of offered unit.</p>	<p>a. Six (6) months of income and business tax return preceding the date of submission of bids.</p>	<p>a. Six (6) months of income and business tax return preceding the date of submission of bids</p>

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

1. Supply and Delivery of High Resolution Optical and SAR Direct Reception Imaging Services

Prospective Bidder Query	Reply/Clarification
<p>For the Customer Feedback Form, is it possible to submit the Customer Feedback Form from DOST-ASTI?</p>	<p>Mr. Serrano answered that the Customer Feedback Form should be from the bidder's other client and not from DOST-ASTI. However, they can submit the SLCC from DOST-ASTI.</p>

2. Supply and Delivery of One (1) Lot Spectrum Analyzer

Prospective Bidder Query	Reply/Clarification
<p>For the Single Largest Completed Contract (SLCC), will the Bids and Award Committee consider contract from test and measuring instrument?</p>	<p>End-user answered that the Spectrum Analyzer is classified as test and measuring instrument; hence, DOST-ASTI will accept SLCC from similar item.</p>
<p>For the Certificate from the distributor/manufacture, may we only submit any of the two or both?</p>	<p>Mr. Serrano explained that if the bidder is a direct or authorized distributor of the manufacturer, the distributor certificate from the manufacturer will suffice this requirement. But if the bidder is just a reseller of the distributor, bidder should attach both the certificate of authorized distributor from the manufacturer and the reseller certificate of the bidder from the authorized distributor.</p>

3. Supply and Delivery of One (1) Lot Downconverter

Prospective Bidder Query	Reply/Clarification
Is it possible to waive the Income Tax Return requirement or extend the submission?	Mr. Serrano instructed the BAC Secretariat to inquire said query to GPBB. If needed, a Supplemental/Bid Bulletin will be released.

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	18 July 2020	Prospective Bidders	
Supplemental/Bid Bulletin	21 July 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:



Digitally signed by
Katherine B. Ramos

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:



PAUL JOHN M. SERRANO
Chairperson, BAC-2