



18 February 2021

ASTI – BIDS AND AWARDS COMMITTEE

Pre-Bid Conference for Supply and Delivery of One (1) Lot CCTV Video Storage Server and One (1) Lot Wi-Fi Infrastructure Management Server, Supply and Delivery of One (1) Lot Downconverter and Supply and Delivery of One (1) Lot Managed Print Services

10:30 AM, 18 February 2021

Via Videoconferencing
(Microsoft Teams)

A. Call to Order

The meeting was formally called to order at around 10:34 in the morning and was presided by **Mr. Reynaldo Joseph A. Callao, Jr.**, Chairperson of the Bids and Awards Committee.

The following were also present:

Bids and Awards Committee (BAC) Members

	Name	Position
1.	Gerwin P. Guba	Vice Chairperson
2.	Jayson C. Hernandez	Member
3.	Harold Bryan S. Paler	Member
4.	Roxanne S. Aviñante	Member

BAC Secretariat

	Name	Position
1.	Katherine B. Ramos	Head, BAC Secretariat
2.	Victoria Vivian V. Victorino	Member, BAC Secretariat
3.	Vladimir R. Suan	Member, BAC Secretariat

End-user Representative/s

	Name	Position	Procurement Project
1.	Rene C. Mendoza	Chief Science Research Specialist	Supply and Delivery of One (1) Lot CCTV Video Storage Server and One (1) Lot Wi-Fi Infrastructure Management Server
2.	Mark Andro D. Garcia	Project Technical Assistant III	
3.	Mary Drol Dee Q. Gilla	Administrative Officer V	Supply and Delivery of One (1) Lot Managed Print Services
4.	Princess Angela D. Young	Project Evaluation Officer II	Supply and Delivery of One (1) Lot Downconverter

Prospective Bidder/s

	Name	Company
1.	Federico Paras	Accent Micro Technologies, Inc.
2.	John Sy	Comparts Computer Sales
3.	Mark Oliver Dacumos	Comparts Computer Sales
4.	Airene Carlos	Infobahn Communications, Inc.
5.	Krystal Masangcay	LBPascual Information Technology
6.	Nicky Bautista	Learning and Information Technology Solutions
7.	Mae San Agustin	Lightnet Connect Systems Corp.
8.	Arvin Pagana	Skymap Global Philippines, Inc.
9.	Fernando Cortez	Philcopy Corp.
10.	Sherryl Kaw-De Guzman	Quartz Business Products Corp.

There being majority of the BAC members present, quorum was declared by the BAC Chairperson for the conduct of said procurement activity.

B. Discussion and Presentation of Agenda for Pre-bid Conference:

1. Mr. Callao explained that the Pre-bidding Conference is for the following procurement projects:
 - a. Supply and Delivery of One (1) Lot CCTV Video Storage Server and One (1) Lot Wi-Fi Infrastructure Management Server;
 - b. Supply and Delivery of One (1) Lot Downconverter; and
 - c. Supply and Delivery of One (1) Lot Managed Print Services.
2. Bidders were requested to submit a list of their clients' contact information to verify submitted documents during post-qualification.
3. The Committee only requires the submission of original bid documents; however, bidders are requested to submit one (1) copy for filing purposes. Non-submission of the requested copy will not be a ground of disqualification.
4. For procurement projects with warranty obligations, prospective bidders may refer to Section 62.1 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, which was revised thru Government Procurement Policy Board Resolution No. 30-2017 dated 30 May 2017.
5. The BAC only expects the word COMPLY in the statement of compliance.
6. Observe the requirements in the checklist, if an ORIGINAL COPY is required, submit an original copy, as the Committee will fail bidders who will submit photocopy of such document.
7. If there are modifications in the specifications of a procurement project and a supplemental bulletin is issued by the BAC, observe the instructions therein.
8. The BAC Chairperson discussed all the contents of the bidding documents per procurement project. Afterwards, he asked the prospective bidders to propound questions for End-user and BAC's comments/decisions/instructions. The following were asked by the prospective bidders:
 - a. Supply and Delivery of One (1) Lot CCTV Video Storage Server and One (1) Lot Wi-Fi Infrastructure Management Server
Invitation to Bid (IB) No. 21-02-3336
ABC - ₱1,200,000.00

Topics/Issues	Comments/Decisions/Instructions
Regarding the technical specs of the CCTV server, we are clarifying the involvement of CCTV cameras. How many cameras are you requiring for each lot and what are the specifications?	Mr. Mendoza said that the video storage is not connected to the CCTV system. It is merely a name, the focus should be the storage server. We will be using the storage server for video storage/recording. Hence, quantity and specifications of cameras are not needed.
Do you mean this storage server is like a recording server or backup?	Yes, we want to transfer our video recordings for long-term storage.
You will do the configuration?	Yes, the procurement is "supply and delivery" only. We will be the ones who will do configuration.

- b. Supply and Delivery of One (1) Lot Downconverter
IB No. 21-02-3337
ABC - ₱1,330,000.00

Topics/Issues	Comments/Decisions/Instructions
Ten (10) months schedule of the delivery	Ms. Young said that the delivery schedule is based on the proposal/s they acquired during market study. The project team also decided not to replace the downconverters in ASTI and Davao so that the operations of the ground receiving stations will be continuous.
We can repair for three (3) months and delivery is one (1) month.	Mr. Callao – Do you mean we need to amend the schedule of requirements? Mr. Pagana – We will clarify later.

- c. Supply and Delivery of One (1) Lot Managed Print Services
 IB No. 21-02-3338
 ABC - ₱1,250,000.00

Prospective Bidder Query	Reply/Clarification
Under 2.4. of the technical specifications, it states that <i>“Inclusive of at least 200,000 Mono A4 pages and at least 90,000 Color A4 pages”</i> . However, in Section 3. Project Requirements, the specifications for Mono is at least 170,000.00 and at least 75,000.00 for the color pages. What is the correct requirement for the said specifications?	Ms. Gilla clarified that correct specifications should be at least 170,000.00 for mono and at least 75,000.00 for the color pages.
What is the duration of the project?	Ms. Gilla answered that the project duration is for ten (10) months.
Under 7.5. Other Documentary Requirements of the TOR, what is the difference between 7.5.3 certificate from the local distributor/manufacturer indicating that the bidder is an authorized service provider of the brand and 7.5.4 certificate from the local distributor/manufacturer indicating that the bidder is an authorized service provider to print/copy management software for device and accounts and transaction monitoring and reporting?	Ms. Gilla answered that they will check the requirements. If necessary, modifications will be incorporated in the supplemental bulletin.
Are we going to base our offer per copy or the total amount for the project?	Ms. Gilla answered that bidders should base their offers on the volume indicated in the specifications.
May we request to amend the similar contract from lease of printers or provision of managed print services to lease of multifunction printers?	Mr. Callao explained that terms and specifications are already outlined in the bidding documents. Hence, if there are instances that the specifications or the ABC is not favorable to the potential bidder then the bidder has the discretion to participate or not in the procurement project.

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	20 February 2021	Prospective Bidders	
Supplemental/Bid Bulletin	23 February 2021	BAC Secretariat	

D. Adjournment

There having no other remaining topics for discussion, the meeting was adjourned at around 11:47 AM.

Prepared by:

KATHERINE B. RAMOS
 Head, BAC Secretariat

Approved by:

REYNALDO JOSEPH A. CALLAO, JR.
 Chairperson, BAC