



03 March 2021

ASTI – BIDS AND AWARDS COMMITTEE

Pre-Bidding Conference for Supply and Delivery of Fourteen (14) Units Development Workstations and Supply and Delivery of Nine (9) Units Laptops

10:30 AM, 03 March 2021

Via Videoconferencing
(MS 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.	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

	Name	Position	Procurement Project
1.	Anna Liza P. Oleriana	Administrative Assistant III	Supply and Delivery of Nine (9) Units Laptop
2.	Elisa C. Espares	Administrative Aide IV	Supply and Delivery of Fourteen (14) Units Development Workstations
3.	Rother Jay B. Copino	Science Research Specialist I	

Prospectiver Bidder/s

	Name	Company
1.	Marife Jalbuena	Advance Microsystems Corporation
2.	Fatima B. Licardo	Quartz Business Products Corporation

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

1. Mr. Callao explained that the Pre-bidding Conference is for the following procurement projects:
 - a. Supply and Delivery of Fourteen (14) Units Development Workstations; and
 - b. Supply and Delivery of Nine (9) Units Laptops
2. Bidders were advised to secure the bidding documents and pay the applicable fees on or before the bid opening.
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. Observe the requirements in the checklist, for the committee requires ALL documents indicated in the said checklist.
6. If an ORIGINAL COPY is required, submit an original copy, as the Committee will fail bidders who will submit photocopy of such document.
7. Bidders should take note that their clarifications must be submitted ten (10) calendar days before the submission of bids.
8. If there are modifications in the specifications of a procurement project and a supplemental bulletin is issued by the BAC, observe the instructions therein.
9. 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 Fourteen (14) Units Development Workstations
Invitation to Bid (IB) No. 21-02-3344
ABC - ₱1,190,000.00

Topics/Issues	Comments/Decisions/Instructions
Regarding to the memory of the development workstations, the preferred specifications "can be upgraded/configurable to 32GB" seems to be an old model for the newer model can be upgraded up to 16GB only.	Mr. Callao explained that units are for developer's workstations. Thus, it will require more capacity in order to perform demanding tasks. Also, the 16GB is substantially lower than the requirement. However, if the bidder can offer a unit that is not soldered to the motherboard and can be upgraded to 32GB then it will comply with the said requirement.
For 1.11.3. 4-in-1 Micro SD card reader (SD, MMC, SDHC, SDXC), the units that we are offering do not have SD card reader. Will it suffice if we are going to provide an adapter for the SD card requirement?	Mr. Copino answered that they will accept the adapter in lieu of the SD card reader. Mr. Callao suggested to add "or external adapter" in the requirement. Likewise, he instructed the Secretariat to release a bid bulletin to reflect said amendment.
May we request to change the delivery terms from thirty (30) calendar days upon issuance of Notice to Proceed to sixty (60) calendar days upon issuance of Notice to Proceed?	Mr. Copino answered that they are amenable to the sixty (60) calendar days delivery period. Mr. Callao instructed the Secretariat to include in the bid bulletin the amendment of the delivery terms.

- b. Supply and Delivery of Nine (9) Units Laptops
Invitation to Bid (IB) No. 21-02-3346
ABC - ₱585,000.00

Topics/Issues	Comments/Decisions/Instructions
May we request to change the delivery terms from thirty (30) calendar days upon issuance of Notice to Proceed to sixty (60) calendar days upon issuance of Notice to Proceed?	Ms. Oleriana answered that they are amenable to sixty (60) calendar days delivery period. Mr. Callao instructed the Secretariat to include in the bid bulletin the amendment of the delivery terms.

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	05 March 2021	Prospective Bidders	
Supplemental/Bid Bulletin	08 March 2021	BAC Secretariat	

D. Adjournment

There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 11:06 AM.

Prepared by:

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:

REYNALDO JOSEPH A. CALLAO, JR.
Chairperson, BAC