



Minutes of the Pre-Bid Conference for the Procurement of ICT Equipment (Rebid)

Date: August 26, 2020

Time: 2:00PM – 3:30 PM

Venue: Ground Floor, Dormitory Building II

Attendance:

Bids and Awards Committee:

1. Rryam A. Jaralve – Chair
2. Robinson S. Luzon – Vice-Chair
3. Junie Rov A. Enero – Member
4. Gil M. Darcera – Member
5. Bernard O. Callao – Member

Technical Working Group:

1. June Carlo F. Reyes – Chair
2. Mearsk V. Diaz – Member
3. Andy S. Wong – Member
4. Rodel G. Deguinon – Member
5. Danny A. Sulit – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Head
2. Arturo V. Abera – Member

Prospective Bidders:

1. EMCOR Incorporated as represented by:
 - a. Felix Redel J. Erosido
 - b. Armie Y. Ladera
2. OS1 Solutions as represented by:
 - a. Elaine Causing (via Google Meet)

I – Call to Order

With four BAC members present at the start of the meeting, the Pre-Bid Conference was called to order by the BAC Chair.

The BAC Chair acknowledged the presence of all those who were present in the Pre-Bid Conference, including the representatives of a prospective bidder who was attending the meeting virtually via Google Meet.

II – Discussion of the Project's Invitation to Bid, Technical Specifications, et. al.

The BAC Chair started discussing the salient points involved in the Procurement of the ICT Equipment, namely:

1. That the project's Approved Budget for the Contract (ABC) is **FOUR MILLION PESOS (Php 4,000,000.00)**;
2. That the duration of the project is 120 calendar days;
3. That bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to project;
4. That the description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, *Instructions to Bidders*.
5. That bidding will be conducted through open/competitive bidding procedures using the non-discretionary "pass/fail" criterion as specified in the 2016 Revised IRR of RA 9184;

6. That prospective bidders who shall participate in the bidding process shall pay a non-refundable fee of Five Thousand Pesos (Php5,000.00) for the bidding documents;
7. That the date, time, and venue for the submission of bids and opening thereafter immediately, will be on September 7, 2020, 2:00 PM., Ground Floor of the Dormitory Building II;
8. That PSHS-ZRC BAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders;
9. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team, Ms. Sherl Dianne S. Estoque;
10. That the following are the eligibility and technical requirements that a participating bidder needs to submit upon bid submission:
 - a. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR
 - i. It was emphasized that this requirement already covers the four documentary requirements:
 1. Mayor's Permit
 2. DTI Certificate of Registration
 3. Tax Clearance
 4. Audited Financial Statements
 - ii. For purposes of the bidding, a participating bidder may no longer submit the first three documents during bid submission but such shall still be a subject for validation during the post-qualification stage to whoever be declared by the BAC as the Lowest Calculated Bidder (LCB).
 - b. Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, and
 - c. Statement of the bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS.

The two (2) statements required shall indicate for each contract the following:

1. Name of the contract;
 2. Date of the contract;
 3. Contract duration;
 4. Owner's name and address;
 5. Kinds of Goods;
 6. For Statement of On-going Contracts – amount of contract and value of outstanding contracts;
 7. For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSG's consumer price index, if necessary, for the purpose of meeting the SLCC requirements;
 8. Date of delivery; and
 9. End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements
- d. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank. (Attach: latest audited financial statements stamped "received" by the BIR which should not be earlier than two (2) years from the date of bid submission).
 - e. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already inexistence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1L(b) of the IRR
 - f. The Bid Security or Bid Securing Declaration in accordance with ITB Clause 18. (may

not be notarized, pursuant to GPPB Resolution No. 09-2020)

- g. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.
 - h. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms. *(may not be notarized, pursuant to GPPB Resolution No. 09-2020)*
 - i. Bidder must have been engaged in the business of Security Services in good standing in the Philippines for at least five (5) years from the date of the invitation to bid.
11. That the financial requirement that a participating bidder needs to submit upon bid submission is the Financial Bid, which includes Bid Prices in the prescribed Bid Form and the Cost Distribution;
12. That the objectives of the project are the following:
- a. Improve interconnectivity through the installation of Wifi System;
 - b. Increase productivity and efficiency through the availability of high-end facilities;
 - c. Enhance the delivery of instruction through the use of ICT Equipment;
13. That the following are the items to be procured for this project:
- a. 34 units of Small Form Factor Desktop PC and Led Monitor (Branded);
 - b. 1 unit of Slim Lightweight Laptop;
 - c. 1 lot Wifi System Set (PtoP) –including installation;
 - d. 2 units of Outdoor Wifi Access Point;
 - e. 50 units of UPS;
 - f. 2 units of Managed Switch 16 ports – 150W;
 - g. 6 units of 49" Smart TV;
 - h. 1 unit of LED Wall Display;
 - i. 1 set of DSLR Camera;
 - j. 1 unit of firewall;
 - k. 1 unit of router;
14. That within the warranty period the equipment, repairs should be done within the campus;
15. That on the installation of the Wifi System, in the event that the implementers damage school properties or facilities, restoration of the affected properties shall be coordinated, reconstructed, and repaired immediately at the contractor's expense;
16. That bidder must have completed, within the period specified, a single contract that is similar to the project, equivalent to at least twenty-five percent (25%) of the ABC;
17. That subcontracting is not allowed;
18. That the bidder's SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids;
19. That no incidental services are required;
20. That the bid validity is 120 calendar days reckoned from the date of submission of bids;
21. That the bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
- a. The amount of not less than Eighty Thousand Pesos (Php 80,000.00), if bid security is in cash, Cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - b. The amount of not less than Two Hundred Thousand Pesos (Php 200,000.00), if bid security is in Surety Bond.
22. That the bid security shall be valid up to 120 days from the date of opening of bids;
23. That Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
24. That partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

25. That additional specifications and/or modifications of the project not stated in the published Technical Specifications shall be announced in a Supplemental/Bid Bulletin to be issued, if any;
26. That as per decision of the Bids and Awards Committee prior to the posting of this project in PhilGEPS and in the PSHS-ZRC website and in reference to GPPB Resolution No. 09-2020, online submission and receipt of bids is not allowed.

III – Queries and Concerns

The following are the queries and concerns and the corresponding answers raised regarding the project:

1. The representatives of EMCOR Incorporated raised the following concerns:
 - a. Should they be awarded of the project, will they be paid for some items they would partly deliver?
 - i. The BAC Chair informed the EMCOR's representatives that only when there is a complete delivery of all items as specified will a contractor be given the payment for the entire project.
 - b. Whether it is feasible for the Procuring Entity to consider procuring an all-in-one personal computer, instead of the ones listed in the Technical Specifications of the project;
 - i. The BAC Chair answered that the BAC and the TWG took note of the suggestion and that the BAC would just issue a Supplemental/Bid Bulletin announcing any modification to the published specifications, if any.
 - c. If it is allowed for them to participate in the procurement of the project and present a bid for some items only.
 - i. The BAC Chair reiterated that as stated in the Bid Data Sheet, partial bid is not allowed.
2. The representatives of OS1 Solutions asked if the five-year experience in the market of any participating bidder is indeed required. To which the BAC Chair replied that it was what the TWG and the requesting unit did agree. The BAC Chair added that the BAC and the TWG took note of the suggestion and that the BAC would just issue a Supplemental/Bid Bulletin announcing any modification to the published specifications, if any.

Since there were no other matters discussed, the Pre-Bid Conference for the Procurement of ICT Equipment (Rebid) was then adjourned at 3:30 PM

As recorded by:

RRYAM A. JARALVE
BAC Chair

ARTURO V. ABERA
BAC Sec Member

SHERL DIANNE S. ESTOQUE
BAC Sec Head

We concur:

ROBINSON S. LUZON
BAC Vice-Chair

GIL M. DARCERA
BAC Member

JUNIE ROY A. ENERO
BAC Member

BERNARD O. CALLAO
BAC Member