



Republic of the Philippines
Department of Science and
Technology

PHILIPPINE SCIENCE HIGH SCHOOL – ZAMBOANGA PENINSULA REGION CAMPUS
Cogon, Dipolog City



Minutes of the Pre-Bid Conference for the Negotiated Procurement of ICT Equipment (Supply, Delivery and Installation)

Date: August 5, 2021

Time: 2:14 am to 3:10 pm

Venue: Through Google Meet

Attendance:

Bids and Awards Committee:

1. Hazel R. Lagapa – Chairperson
2. Robinson S. Luzon – Vice Chairperson
3. Lovely C. Bacara – Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Engr. June Carlo F. Reyes – Chairperson
2. Mearsk V. Diaz – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Chairperson
2. Ronald Randolph E. Abao - Member
3. Danny A. Sulit – Member

Prospective Bidders/s:

- | | |
|-----------------------|----------------------------------|
| 1. Concepcion Peralta | – Felta Multi-Media Incorporated |
| 2. Diego Ambag | - |

I- Call to Order

With the presence of quorum of the BAC members, TWG members, the opening of the Pre-Bid Conference for the **Negotiated Procurement of ICT Equipment (Supply, Delivery and Installation)** Project was called to order by the BAC Chair.

The BAC Chair introduced herself. She also acknowledged the presence of other BAC members, TWG, BAC Secretariat and the representative of Felta Multi-Media Incorporated who attended the conference virtually.

II. Highlights of the Meeting

The BAC Chair read and presented the guidelines and requirements for bid participation. She emphasized the following matters:

1. That the project's Approved Budget for the Contract (ABC) is **Two Million Eight Hundred Thousand Pesos** (P 2, 800,000.00);
2. That the target delivery period is 120 calendar days;
3. That bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) NO. 9184;
4. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on August 20, 2021, on or before 2:00 in the afternoon.
5. That late bids shall not be accepted;
6. That all bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15;
7. That bid opening shall be on August 20, 2021 at 2:01 in the afternoon, through virtual conference;
8. That PSHS-ZRC (BAC) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract 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 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 Sixty Thousand Pesos (P56,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
 - b. The amount of not less than One Hundred Fifty Thousand Pesos (P140,000.00), if bid security is in Surety Bond.
11. The mode of payment will be posted in the Supplemental Bids Bulletin.
12. Mr. Mearsk Diaz, TWG member presented the Terms of Specifications.
13. Ms. Hazel Lagapa presented the checklist of technical and financial documents.

III. Discussions, Queries and Concerns

- a. The following are significant matters stipulated by the BAC Chair.
 1. Online submission of bidding documents is not allowed;

2. Virtual presence of representatives of the prospective bidders during the opening is allowed;
 3. Submission of bidding documents should only be done by an authorized person/representative;
 4. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components.
- b. Ms. Concepcion Peralta asked about the individual item price ceiling and specifications.
 - c. Consequently, Mr. Robinson Luzon, BAC Vice Chair, elucidated that the Approved Budget Cost is not per item. All items specified in the TOR should be available because this is considered as one project.
 - d. Ms. Peralta also inquired about the submission of the bid documents.
 - e. Mr. Luzon emphasized that there should be an authorized person/representative that will submit the bid documents manually.
 - f. Ms. Peralta asked also about the payment bid documents.
 - g. Ms. Lagapa, the BAC Chair said that bid supplements will be posted for the prospective bidders to be guided with the payment of bid documents.
 - h. Any changes in the warranty, jurisdiction of repair of damaged/defective equipment, and specifications shall be indicated in the Bid Bulletin and shall be posted at www.philgeps.gov.ph and <https://zrc.pshs.edu.ph/>.

Since there were no other matters discussed, the Pre-Bid Conference for the **Negotiated Procurement of ICT Equipment (Supply, Delivery and Installation)** was then adjourned at 3:06 in the afternoon.

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair