



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 Procurement of the Supply and Delivery of ICT Software**

Date: September 2, 2021  
Time: 2:00 pm to 2:58 pm  
Venue: Through Google Meet

Attendance:

Bids and Awards Committee:

1. Hazel R. Lagapa – Chairperson
2. Robinson S. Luzon – Vice Chairperson
3. Junie Rov A. Enero – Member
4. Bernard O. Callao - Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Mearsk V. Diaz – Chairperson
2. Anne Fatima T. Pelayre – Member

BAC Secretariat:

1. Ronald Randolph E. Abao - Member

Prospective Bidders/s:

1. Melchor Seguiante Jr. – Hundred Fold Trading Corporation

### **I- Call to Order**

The conference started with a prayer led by Mr. Ronald Randolph E. Abao. With the presence of quorum of the BAC members, TWG members, the opening of the **Pre-Bid Conference for the Procurement of the Supply and Delivery of ICT Software** 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 prospective bidders 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 **One Million Four Hundred Twenty-Two Thousand Pesos** (P 1, 422,000.00);
2. That the target delivery period is **60 calendar days**;
3. Bidders should have completed within **five (5) years** from the date of submission and receipt of bids, and a contract similar to the project.
4. 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;
5. A complete set of Bidding Documents may be acquired by interested Bidders from **August 24 to September 20, 2021** from the given address and website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Three Thousand Pesos (P 3,000.00)**.
6. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on **September 20, 2021, on or before 2:00 in the afternoon**.
7. That late bids shall not be accepted;
8. 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;
9. That bid opening shall be on **September 20, 2021 at 2:01 in the afternoon, at the Conference Room, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;
10. 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;
11. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team Ms. Sherl Dianne S. Estoque;
12. The BAC Chair also presented the Bid Data Sheet.
13. 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 **Twenty-Eight Thousand Pesos (P28,000.00)**, 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 **Seventy-Two Thousand Pesos (72,000.00)**, 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. Ms. Seguinte asked about the other requirements particularly on the length of business operation of the company which is 5 years because their company is just operating for more than 1 year.
- b. Ms. Lagapa said that the TWG and BAC will convene to discuss about the bidder's particular concern.
- c. Mr. Seguinte also raised his concern on a certain specification of the project which is perpetual Adobe Creative Cloud latest version that according to him that upon checking Adobe offering, there is no available perpetual license.
- d. Mr. Diaz emphasized that the project really requires perpetual license and no annual subscription requirement.
- e. Ms. Lagapa said that changes on the TOR, if there is any, will be posted in the bids bulletin.
- f. The BAC Chair also presented the Checklist of Technical Documents.
- g. The following are significant matters stipulated by the BAC Chair.
  1. Submission of bidding documents must be manual. Online submission of bidding documents is not currently allowed;
  2. Submission of bidding documents should only be done by an authorized person/representative;
  3. Virtual presence of representatives of the prospective bidders during the opening is allowed;
- h. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components.
- i. Mr. Seguinte again asked about Single Largest Contract (SLCC), if IT supplies like desktop and included in SLCC.
- j. Mr. Luzon pointed that it depends on the bid evaluation of the TWG and BAC.

Since there were no other matters discussed, the **Pre-Bid Conference for the Procurement of the Supply and Delivery of ICT Software** was then adjourned at 2:58 in the afternoon.

Prepared:



**RONALD RANDOLF E. ABAO**  
BAC Secretariat Member

Approved:



**HAZEL R. LAGAPA**  
BAC Chair