



Minutes of the Pre-Bid/Negotiation Conference of the Procurement for the Supply, Delivery and Installation of ICT Equipment (Negotiated – Two Failed Biddings)

Date: September 9, 2021
Time: 10:00 a.m. to 10:46 a.m.
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
4. Bernard O. Callao – Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Engr. June Carlo F. Reyes – Chairperson
2. Danny A. Sulit – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Chairperson
2. Danny A. Sulit – Member

Prospective Bidders/s:

- | | |
|----------------------|--------------------------------------|
| 1. Ann Tordedo | - Andsons Educational Resources Inc. |
| 2. Desiree Ordinario | - Masangkay Computer Center |
| 3. Marlo Austria | - Comworks Inc. |
| 4. Joseph Bahena | - Comworks Inc. |

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. It was started with a prayer led by Mr. Robinson S. Luzon.

Thereafter, the BAC Chair introduced herself. She also acknowledged the presence of other BAC members, TWG, BAC Secretariat and the representatives of the 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 **Two Million Eight Hundred Thousand Pesos (P 2, 800,000.00)**;
2. That the target delivery period is **120 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 31, 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 27, 2021, on or before 10:00 in the morning**.
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 27, 2021 at 10:01 in the morning, 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 **Fifty-Six 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 Forty Thousand Pesos (140,000.00)**, if bid security is in Surety Bond.
11. The mode of payment will be posted in the Supplemental Bids Bulletin.
12. Mr. June Carlo F. Reyes, TWG Chair presented the Terms of Specifications.
13. Ms. Hazel Lagapa presented the Checklist of Technical and Financial documents.

III. Discussions, Queries and Concerns

- a. Mr. Marlo Austria said about looking into the ABC.
- b. Also, Mr. Joseph Bahena asked on the mode of payment of the bidding documents.
- c. The BAC Chair said that it will be posted in the Bid Supplement Bulletin.
- d. The BAC Chair also presented the Checklist of Technical Documents.
- e. 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;
- f. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components.

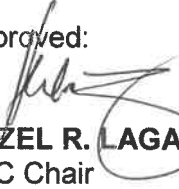
Since there were no other matters discussed, the **Pre-Bid Conference for the Procurement for the Supply, Delivery and Installation of ICT Equipment (Negotiated – Two Failed Biddings)** was then adjourned at 10:46 in the morning.

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair