



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 Supply, Delivery and Installation of ICT Equipment (Negotiated Procurement-Two Failed Biddings)

Date: November 3, 2021

Time: 1:00 pm to 1:48 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
4. Bernard O. Callao – Member
5. Junie Rov A. Enero – Member

Technical and Working Group for the Procurement of Infrastructure Projects:

1. Engr. June Carlo F. Reyes – Chairperson
2. Mearsk V. Diaz – Member
3. Danny A. Sulit – Member

BAC Secretariat:

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

Prospective Bidders/s:

- | | |
|--------------------|------------------------------------|
| 1. Rex Arico | – Neotech Asia |
| 2. Nathaniel Chua | – CTI |
| 3. Marlon Cardenas | – JCC Enterprises |
| 4. Joseph Bahena | - Comworks, Inc. |
| 5. Jerrold Tan | - Comworks, Inc. |
| 6. Marie Joy Lapiz | - Microdata Systems and Mgt., Inc. |

Observer:

1. Karlyzel Pelaez – COA, Region IX

I- Call to Order

With the presence of quorum of the BAC members, TWG, and BAC Secretariat, the Pre-Bid Conference for the **Supply, Delivery and Installation of ICT Equipment (Negotiated Procurement-Two Failed Biddings)** 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 **October 26 - November 18, 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 **Two Thousand Five Hundred Pesos (P 2,500.00)**;
6. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated, on **November 18, 2021, on or before 1:00 in the afternoon at the Student Services Division Chief Office, Academic Building II, PSHS-ZRC, Cogon, Dipolog City**;
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 **November 18, 2021 at 1:01 in the afternoon, at the Student Services Division Chief Office, 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, 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 including the two-envelope system.

III. Discussions, Queries and Concerns

- a. Prospective bidder, Mr. Chua asked about if the TWG can adjust the warranty to 1 year;
- b. TWG Head, Mr. Reyes said that the TWG will discuss about the warranty and whatever will be the agreement will be posted in the bid bulletin;
- c. Mr. Chua again inquired if they can write a letter if there are missed points to clarify in regard to the pre-bid conference;
- d. The BAC Chair pointed out that the bidders can write a letter for clarification to the BAC Secretariat;
- e. Mr. Chua asked clarifications on the specific legal documents as to Mayor's permit and tax clearance, if these two documents are ;
- f. The BAC Chair reread the legal documents to answer the questions of Mr. Chua;
- g. The following are significant matters emphasized and discussed by the BAC Chair:
 1. Submission of bidding documents must be manual to the BAC Sec;
 2. Submission of bidding documents should only be done by an authorized person/representative. For those bidders coming from far places, in case the bidding documents will be submitted through courier, it is advised to instruct the courier to submit/hand over the bidding documents personally to the BAC Sec;
 3. Special Power of Attorney (SPA) or authorization letter is no longer required upon dropping of bidding documents;
- 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. Chua raised his concern about the mode of payment.
- j. The BAC Sec said that the mode of payment can be done through any online or bank or money transfer.


Since there were no other matters discussed, the **Supply, Delivery and Installation of ICT Equipment (Negotiated Procurement-Two Failed Biddings)** was then adjourned at 1:48 p.m.

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair