



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 (Rebid)

Date: November 3, 2021
Time: 3:07 pm to 3:56 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. Mearsk V. Diaz – TWG Head
2. Engr. June Carlo F. Reyes – Member
3. Danny A. Sulit – Member

BAC Secretariat:

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

Prospective Bidders/s:

- | | |
|--------------------------|------------------------------------|
| 1. Rex Arico | – Neotech Asia |
| 2. Cheryl Parazo | – Microdata Systems and Mgt., Inc. |
| 3. Stephanie Grace Lapiz | – Microdata Systems and Mgt., Inc. |
| 4. Melchor Seguiante Jr. | – Hundredfold Trading Corp. |
| 5. Jerrold Tan | – Comworks, Inc. |
| 6. Joseph Bahena | – Comworks, Inc. |

Observer:

1. Karlyzel Pelaez – COA, Region IX

I- Call to Order

With the presence of quorum of the BAC members, TWG members, and the BAC Secretariat, the **Pre-Bid Conference for the Procurement of the Supply**

and Delivery of ICT Software (Rebid) Project was called to order by the BAC Chair.

The BAC Chair 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 Forty-Two Thousand Pesos** (P 1, 442,000.00);
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 **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 **One Thousand Pesos (P 1,000.00)**.
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 3:00 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 3:01 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 Team Ms. Sherl Dianne S. Estoque;
12. The BAC Chair then, 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 Eight Hundred Forty Pesos (P28,840.00)**, 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 Head presented the Terms of Specifications;
13. Ms. Hazel Lagapa then, presented the checklist of technical and financial documents including the two-envelope system.

III. Discussions, Queries and Concerns

- a. The BAC Chair said that the typographical error on the ABC of the project shall be corrected on the Terms of Specifications;
- b. Prospective bidder, Ms. Cheryl Parazo raised her question about operating system if this will be installed to existing or new computers;
- c. The TWG Head, Mr. Diaz said that it depends on the situation and on the ISA as PSHS-ZRC has existing and new computers;
- d. Ms. Parazo pointed out that the license will differ on new and existing computers so she wanted to ask if what kind of license that they will install;
- e. Mr. Sulit said that the TWG will install the operating system of Windows Pro to the computers that will be procured and it depends on the supplier if they will provide installer online or compact disc;
- f. Ms. Parazo again asked about one-time purchase for one device perpetual anti-virus software requirement;
- g. Mr. Diaz explicated that the TWG conducted a market study and it was found out that there are software that offers perpetual anti-virus;
- h. Ms. Parazo said that there is no perpetual anti-virus software and anti-virus software is maximum of 3 years and it has to be updated;
- i. It has been agreed that the TWG will confer to discuss such concerns about the anti-virus software and the prospective bidders can address their queries directly to the BAC Sec;
- j. Ms. Parazo further asked the number of physical servers that need license, the processors and the cores;
- k. Mr. Sulit said that there are 4 servers and 15 cores;
- h. The following are significant matters reiterated by the BAC Chair during the presentation of checklist of technical, financial and the two-envelope system:
 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. School Guards are there to guide where to drop/hand over the bidding documents. 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;
- i. Bidding documents should be in three (3) sets, one (1) original and two (2) photocopied. Each set containing the eligibility, technical and financial components;
- j. Ms. Parazo inquired if the bidders can join the opening of bids;
- k. The BAC Chair expounded that bidders can attend the bid opening virtually;
- l. Ms. Parazo also inquired on the payment scheme on the bid bulletin;
- m. Ms. Lagapa construed that the payment details will be posted in the bid bulletin.

Since there were no other matters discussed, the **Pre-Bid Conference for the Procurement of the Supply and Delivery of ICT Software (Rebid)** was then adjourned at 3:56 in the afternoon.

Prepared:



RONALD RANDOLF E. ABAO
BAC Secretariat Member

Approved:



HAZEL R. LAGAPA
BAC Chair