



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of the Meeting

26 October 2020

via Google meet

ATTENDANCE:

BAC:

DA Evelyn B. Agustin – Chairperson
DA Lee Robert M. Britanico
DM Joel A. Dominguez
DM Victor John G. Dizon
DM Joan S. Antonio – Provisional End-user Member for Computers
Atty. Felix Francis B. Ople – Provisional End-user Member for Alternative
Methods of Procurement

Technical Working Group (TWG)

Leo James B. Abaloyan – Head
Candelaria P. Castasus
Noel D. Gappi
Christine Agatha R. Villanueva
Renato L. Rodriguez, Jr.
Joriel M. Dagsa
Ronald G. Valdez
Ma. Victoria M. Villarba

Secretariat:

ADA Christopher D. Chuegan
Ranjev M. Garcia
Justine Irish C. Ignacio
Sir Gil P. Maravilla
Ma. Carla N. Benito
Lorna C. Medina

Prospective Bidders:

Rommel Mirana – Columbia Technologies, Inc. (CTI)
Alexis Dan Curaraton and Travis Daniel Wolfe Robles – Integrated Computer
Systems, Inc. (ICS)
OJ Kyle Jenezis Salazar – DCI International IT Solutions and Services Corp. (DCI)
Jeremey Casigna – Accel Prime Technologies, Inc. (APTI)

Observer:

Kristian Earl Montejo – COA
Atty. Mario Pilaspilas – OGCC



AGENDA

1. Pre-bid Conference for the Procurement of Computers with Office Productivity and Endpoint Security Software – Batch 2 (Contract No. RO-PG2020-002);
2. Documents on Alternative Methods of Procurement Requiring Action;
3. Other Matters.

I. CALL TO ORDER

The meeting was called to order at 1:11 P.M. by the Presiding Chairperson.

II. CERTIFICATION OF QUORUM

The Secretariat confirmed the presence of a quorum for Item 1 with five out of the five members of the BAC present.

III. APPROVAL OF THE AGENDA

The Presiding Chairperson enumerated the Agenda, as contained in the Notice of Meeting dated 21 October 2020.

The Chairperson asked whether there were documents to be discussed for Item 2 and if there were other matters that need to be discussed. Mr. Ignacio responded that no documents for alternative methods and no other matters that need to be discussed at that time.

IV. DISCUSSIONS

A. Pre-bid Conference for Contract No. RO-PG2020-002

1. The Presiding Chairperson asked the Secretariat whether Observers have been invited. Mr. Ignacio answered that the Observers were invited via email at least five (5) days before the meeting as prescribed in the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184. Mr. Ignacio introduced the observers who joined thru videoconferencing.
2. The Presiding Chairperson asked the Secretariat whether there are participants from prospective bidders joining the meeting. Mr. Ignacio answered in the affirmative. The Chairperson instructed the prospective bidders who joined via Google Meet to state their name and the company they represent.
3. The Presiding Chairperson emphasized that the Pre-bid Conference is open to all prospective bidders and the minutes of meeting shall be prepared not less than five (5) calendar days after this Pre-bid Conference and shall be made available to the prospective bidders upon written request. The

Presiding Chairperson also stressed that the purpose of this Pre-bid Conference is to clarify and explain the requirements, the terms and conditions and specifications stipulated in the Bidding Documents relative to the subject procurement.

4. The Presiding Chairperson instructed the TWG to present and discuss the salient features of the bidding documents.
5. Mr. Abaloyan presented the Invitation to Bid (ITB) first and advised the prospective bidders to refer to the BAC Advisory on Conduct of Procurement in line with the Community Quarantine being implemented by the government and the MWSS RO Office Order No. 55 regarding the Interim Quarantine and Social Distancing Protocols for the steps on buying and submission of the bidding document. He said that the bidding documents, using the Sixth Edition, were available since October 17, 2020 and can be bought for Five Thousand Pesos only (Php5,000.00) per set. He also said that the deadline of submission of bid is on November 9, 2020 at 12NN and it will be opened on the same day at 1:00 PM.
6. After presenting the ITB, the Presiding Chairperson asked the prospective bidder if they have any questions regarding the subject procurement.
7. Mr. Salazar of DCI threw the first question and asked if the phrase under Clause 20.2 of the Bid Data Sheet can be changed from "Authorized Distributor" to "Reseller". He also asked, under Number 2 of the Invitation to Bid, if the 45 days can be changed to 60 days from the Notice to Proceed. Mr. Mirana of CTI agreed to this and if they can extend up to 90 days the delivery time because it is not possible to comply with requirements because of the current situation. Mr. Abaloyan answered that the TWG will look into it and will issue necessary adjustment thru Supplement Bid Bulletin.
8. Mr. Mirana asked if the end-user prefers to have both video display interface and HDMI port. Mr. Abaloyan answered that either of the two is okay and acceptable to them. Mr. Mirana also asked if the Mic-in and Audio Jack should be separate or combination of both. Mr. Abalyoan answered that is should be separated. Mr. Mirana asked again if the mouse should be same brand as to the laptop or can they use third party brand. Mr. Abaloyan answered that the brand of the mouse and laptop can be different and third party brand is okay and acceptable.
9. Mr. Mirana asked if the Eligibility Documents should have one original copy and one photocopy to be submitted. Mr. Dominguez answered that only one original copy is required for the Eligibility Envelope, containing one original copy for Technical Envelope and one original copy for the

Financial Envelope but the procuring entities may request additional copies.

10. Mr. Mirana asked regarding the screen size of the monitor if they can submit a quotation for 21.5 inches instead of 23 inches. Mr. Abaloyan asked the BAC if he needs to answer right away to the question because he needs time first to discuss it with other members of TWG. Mr. Dominguez answered that they specified the 23 inches in the technical specifications for the bidders to have an apples-to-apples comparison and it will be unfair to evaluate different specifications.
11. Mr. Mirana asked if the end-user prefers an anti-virus as mentioned in the bidding documents or an end-point security as specified in the title of the bidding because the two is different to each other. Mr. Abaloyan answered that will require an end-point security and will issue a supplemental bid bulletin to amend the provision. Mr. Mirana asked if how many years of license for the end-point security. Mr. Abaloyan answered that only one year of license.
12. Mr. Mirana asked how many years of warranty for the battery of laptop that the TWG will require. Mr. Abaloyan said that they will require one-year warranty only. Mr. Mirana also asked if the bundle for laptop should be backpack or case would be enough. Mr. Abaloyan answered that they prefer backpack as a bundle for the laptops.
13. Mr. Salazar requested for the BAC that if they can specify the one-year validity of the end-point security in the bidding documents. Mr. Abaloyan answered that they will note this.
14. Mr. Mirana asked if the end-user prefers surround sound or stereo speakers for the laptops. Mr. Abaloyan answered that stereo speaker is okay and acceptable with them.
15. Mr. Robles of ICS asked if the end-user prefers audio-in and audio-out for the desktop or universal is enough. Mr. Abaloyan answered that universal is okay and acceptable to them. Mr. Robles also asked for the resolution of webcam if the TWG can be changed from 1 megapixel to 720 pixels and to the 3.5mm audio jack be added the term "or equivalent". Mr. Abaloyan answered that they will look into it and will issue supplemental bid bulletin if necessary.
16. Mr. Robles said that stereo speakers only are available for laptops and not surround speakers. Mr. Abaloyan answered that according to their market study, surround speakers are also available in laptops. Mr. Robles also said that if the TWG can convert the specifications of keyboard from RGB-light

to backlit. Mr. Abaloyan answered that it is specifically requested by the end-user.

17. Mr. Alex of ICS requested if the TWG can relax the specification of "battery type" of the Uninterrupted Power Supply since the "sealed lead-acid, maintenance-free, leak-proof" is a proprietary and pointing to a certain brand and be changed to "manufacturer's standard". Mr. Abaloyan answered that they will look into it and will issue a supplemental bid bulletin if necessary.
18. Mr. Robles asked if the subject procurement is one lot only. Mr. Abaloyan answered in affirmative.
19. Mr. Casigna of APTI asked that under Conformity with the Technical Specification, is "manpower requirements" required in the submission of bids? Mr. Abaloyan answered that it is not required and "Production/Delivery Schedule" and "After Sales/Parts" only are required.
20. The Presiding Chairperson asked if the bidders have any question regarding the subject procurement. He reminded that bidders have ten (10) calendar days before the opening of bids or until October 30, 2020 to raise their concerns and/or question. He also said that the BAC will post necessary Supplemental Bid Bulletin in the RO website if there are changes in the bidding documents.
21. There being no other questions and clarifications, the Presiding Chairperson excused the prospective bidders, observer and the TWG.

B. Other Matters

No Other Matters to be discussed.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 2:07 PM.

PREPARED BY:


CHRISTOPHER D. CHUEGAN
Secretariat

APPROVED BY:


EVELYN B. AGUSTIN
Chairperson