



MINUTES OF MEETING

September 12, 2019 10:00 AM Conference Room A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																																												
TYPE OF MEETING	Pre-bid Conference																																												
PROJECT	Supply and Delivery of Laptops (Work Station)																																												
REFERENCE NO.	PB No. 19-277-5																																												
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Atty. Michelle Anne B. Recto, LL.M.</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Abelardo P. Gonzalez</td> <td>Provisional Member (PMO-in-charge)</td> </tr> <tr> <td>Mr. Nereo Bolante</td> <td>DepEd Representative</td> </tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Member</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td>Member</td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td>Member</td> </tr> <tr> <td>Mr. Jules Amiel Angeles</td> <td>Member</td> </tr> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Fauziah Datumanong</td> <td>MCX International, Inc.</td> </tr> <tr> <td>Ms. Mary Grace Aton</td> <td>MCX International, Inc.</td> </tr> <tr> <td>Ms. Ana Capote</td> <td>Xitrix Computer Corp.</td> </tr> <tr> <td>Mr. Laurence Tagle</td> <td>S1 Technologies, Inc.</td> </tr> <tr> <td>Ms. Edna Aplan</td> <td>Accent Micro Technologies, Inc.</td> </tr> <tr> <td>Mr. Robert Fernandez</td> <td>Unison Computer Systems, Inc.</td> </tr> <tr> <td>Mr. Neil Diamonon</td> <td>HP Philippines</td> </tr> <tr> <td>Mr. Kris Sevrre</td> <td>HP Philippines</td> </tr> <tr> <td>Mr. Paul Cortez</td> <td>CTI</td> </tr> <tr> <td>Ms. Aissa Chan</td> <td>CTI</td> </tr> <tr> <td>Mr. Sanny Belonio</td> <td>ASI</td> </tr> <tr> <td>Ms. Thess Temeña</td> <td>ASI</td> </tr> <tr> <td>Mr. Erwin Cornejo</td> <td>ASI</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Atty. Michelle Anne B. Recto, LL.M.	Regular Member	Mr. Abelardo P. Gonzalez	Provisional Member (PMO-in-charge)	Mr. Nereo Bolante	DepEd Representative	Engr. Yuji C. Hoshina	Member	Ms. Jessica G. Gapuz	Member	Mr. Arnel B. Cunanan	Member	Mr. Jules Amiel Angeles	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Fauziah Datumanong	MCX International, Inc.	Ms. Mary Grace Aton	MCX International, Inc.	Ms. Ana Capote	Xitrix Computer Corp.	Mr. Laurence Tagle	S1 Technologies, Inc.	Ms. Edna Aplan	Accent Micro Technologies, Inc.	Mr. Robert Fernandez	Unison Computer Systems, Inc.	Mr. Neil Diamonon	HP Philippines	Mr. Kris Sevrre	HP Philippines	Mr. Paul Cortez	CTI	Ms. Aissa Chan	CTI	Mr. Sanny Belonio	ASI	Ms. Thess Temeña	ASI	Mr. Erwin Cornejo	ASI
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	Mr. Rick Sy APTI
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:04 AM with the Chairperson presiding. He then instructed the BAC Secretariat, Ms. Andulan to acknowledge the presence of the attendees. 2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance. 3. Having established the required quorum, the Chairperson asked Ms. Andulan to proceed with the presentation of general requirements in government procurement.

DISCUSSION

BID DOCUMENTS

INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS
BID DATA SHEET	<p>BDS Clause 5.4 Page 38</p> <p>xxx</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least Fifty Percent (50%) of the ABC.</p> <p>xxx</p> <p>A representative from Unison Computer Systems inquired if all ICT equipment is considered as similar contract.</p> <p>The Chairperson took note of the merchant's inquiry subject to discussion with the End-user</p> <p>xxx</p>

For this purpose, similar contracts shall refer to Supply and Delivery of Laptops (Work Station).

xxx

The Chairperson instructed the PMOIC to omit the word "(Work Station)" at the end of the sentence to consider all type of Laptops. The revision shall be reflected officially in the supplemental Bid Bulletin.

xxx

BDS Clause 29.2

Page 43

xxx

6. Manufacturer's certification that the proposed brand is an International Brand Name and is Sold and Marketed continuously in the Philippines for the last ten (10) years.

xxx

A representative from Xitrix Computer Corp. raised her concern on the requirement that only international brand names can join the bidding and inquired if local brands with certifications can be considered.

The Chairperson explained that it is the initial requirement of DepEd but nevertheless, the query is noted and will be discussed with the End-user in details.

xxx

7. Bidder's Certification that the proposed brand has an installation and deployment in a single Government of Private institution in the Philippines of at least 400 units of Laptop Computers.

xxx

A representative from APTI inquired if Desktop Computers can be considered instead of Laptops.

The Chairperson stated that it will be taken into consideration and also be discussed with the End-user.

xxx

	<p>8. List of Manufacturer-Authorized and Active Service Centers in Metro Manila;</p> <p>xxx</p> <p>The Chairperson informed the bidders that with regard to the Service Centers, a detailed list of contact persons and contact numbers will be included in the requirement and will be incorporated in the Bid Bulletin.</p> <p>xxx</p> <p>11. Bidder's Certificate of Undertaking that the General and Special Specifications under Section VII shall be complied with during delivery;</p> <p>xxx</p> <p>The Chairperson clarified that the project is a customized Laptop with special requirements such as specific color, logo, casing, mouse, and laptop bag and said compliance is reflected in the brochure. The BAC requires a Bidder's Certificate of Undertaking that the winning Bidder would comply with the said requirements during delivery.</p> <p>A representative from CTI queried if the said document should be notarized because it is an undertaking or under oath.</p> <p>The Chairperson explained that based on the Bid document, it is not a requirement, but will be considered subject to discussion with the End-user.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 17.3 Page 68</p> <p>xxx</p> <p>Warranty of two (2) years on parts and labor after acceptance by the End-user of the delivered Goods.</p> <p>xxx</p> <p>For the warranty, the Chairperson clarified that a Bid Bulletin will be issued to clarify the warranty period for the Laptops and the</p>

	batteries.
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	<p>Technical Specifications Page 72</p> <p>xxx</p> <p>Memory:</p> <ul style="list-style-type: none"> • CPU: 2 x 8GB DDR4 (<i>expandable to 64GB</i>) • GPU: min 4GB <p>xxx</p> <p>A representative from CTI raised his concern with the required expandability of 64GB for the CPU and requested for it to be reduced to 32GB considering its effect on the pricing for the expandability of 64GB.</p> <p>The Chairperson acknowledged the concern and explained that any changes will be included in the Bid Bulletin once decided upon by the technical experts of DepEd.</p> <p>With regards to the GPU, one of the prospective bidders inquired if the GPU requirement is integrated in the CPU or a separate graphics card.</p> <p>The End-user representative stated that clarification on this will be integrated in the Bid Bulletin.</p> <p>Technical Specifications Page 73</p> <p>xxx</p> <p>Connectivity:</p> <ul style="list-style-type: none"> • 1 x USC 3.0 Type C (power and data) <p>xxx</p> <p>One of the suppliers asked if the requirement is a USC 3.0 Type C or a USB 3.0 Type C.</p>

The Chairperson stated that it will issue a Bid Bulletin clarifying the requirements.

Technical Specifications
Page 74

XXX

- Windows 10 Professional (*"Shape the Future"*) SKU with antivirus
(with installer and licensed key to be provided by DepEd)

XXX

One of the representatives from HP inquired if DepEd can give the suppliers advance copy of the certificate of LOE from Microsoft before the actual bidding because the price of *"Shape the Future"* is different from the regular software.

The End-user stated that he will check the DepEd's arrangement with Microsoft and that their concern will be included in the Bid Bulletin.

Also a prospective bidder from CTI sought clarification if the OS will be given by DepEd and not from the manufacturer.

The End-user representative clarified that they have their own OS with special pricing from Microsoft thus DepEd will provide the OS that will be installed by the winning bidder. Further, he also stated that he will clarify with DepEd if the installers on VLC Player, Adobe flash Player, and PDF reader will be included.

The same bidder followed up the question if an Anti-Virus is also excluded.

The End-user stated that he will check with DepEd and include it in the Bid bulletin.

Technical Specifications
Page 74

XXX

- In DVD format (*bootable and capable of restoring the original system state to another hard disk*) to be provided to DepEd-ICTS

XXX

One of the suppliers specifically asked if it may be in USB format

In response, the Chairperson stated that as agreed upon by the End-user, the format may be in DVD or USB form.

Technical Specifications

Page 75

XXX

- CASING and MOUSE

- Color Cyan Blue: C, M, Y, K (71,53,0,12)
- Customized (with DepEd logo)

- Embossed/Etched DepEd Logo should appear at the backside of the screen display, somewhere on the front screen display edge and keyboard area.

XXX

The End-user clarified that for the mouse, the DepEd logo should only be printed. As for the casing and keyboard, the details will be clarified by DepEd for inclusion in the Bid Bulletin.

With regards to the color, the representative from HP specifically asked if the whole unit will be colored blue.

The End-user stated that he will consult with DepEd and will also be included in the Bid Bulletin.

XXX

- LAPTOP BAG:

- Color black, padded, with inside and outside pockets
- Adequate for the Laptop model offered
- With DepEd logo embossed or embroidered directly to the bag material

XXX

The Chairperson specifically asked the End-user for the type of laptop bag.

The End-user replied that it may either be a messenger/carrying

bag type or a back pack type.

Technical Specifications
Page 76

xxx

- Brand of the Laptop must have been in the local and international market for at least five (5) years prior to the scheduled date of bid opening

xxx

A CTI representative inquired if the market presence requirement is 5 years or 10 years as indicated in the Post-qualification docs.

The Chairperson took note of the discrepancy and will be disclosed by the BAC Committee.

xxx

- Equipment components and functionalities
- Proper installation and configuration of equipment
- Hands-on troubleshooting/system restoration and backup
- Equipment warranty and technical support procedures

xxx

One of the suppliers from CTI argued that the first two parameters should be or is part of the user's manual. The next two are for training and shouldn't be included since training is not a requirement

The Chairperson and the End-user acknowledged the concern and will review these matters for clarification.

Another prospective bidder from HP queried if a certificate from the manufacturer that the laptop offered is CADD certified.

With reference to the Bid Docs, the Chairperson clarified that it is not a requirement.

BID FORMS

NO HIGHLIGHT

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:53 AM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on September 12, 2019.
PREPARED BY	<p style="text-align: center;">SGD. <u>MR. ABELARDO P. GONZALEZ</u> Provisional Member</p>
CERTIFIED CORRECT	<p style="text-align: center;">SGD. <u>ATTY. MICHELLE ANNE B. RECTO, LL.M.</u> Regular Member</p> <p style="text-align: center;">SGD. <u>MR. WEBSTER M. LAUREÑANA</u> Chairperson, Bids and Awards Committee V</p>