



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



## MINUTES OF MEETING

Thursday, August 23, 2018	10:00 AM	Executive Lounge
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE X</b>																																		
<b>TYPE OF MEETING</b>	<b>PRE-BID CONFERENCE</b>																																		
<b>PROJECT</b>	<b>SUPPLY AND DELIVERY OF DIGITAL VOICE RECORDER AND FLASH DRIVE, 16GB CAPACITY FOR THE PROCUREMENT SERVICE (PS)</b>																																		
<b>REFERENCE NO.</b>	<b>PB 18-239-10</b>																																		
<b>ATTENDEES</b>	<p><b>BIDS AND AWARDS COMMITTEE X</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Pablo Roman C. Andres</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Mr. Webster M. Laureñana</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Jennifer M. Ancheta</td> <td>Provisional Member</td> </tr> <tr> <td>Ms. Rodevie L. Cruz</td> <td>Ad Hoc Member</td> </tr> </table> <p><b>PROCUREMENT DIVISION X</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Jayson C. Erquiza</td> <td style="width: 40%;">Member</td> </tr> <tr> <td>Ms. Rina Maureen M. Maurera</td> <td>Member</td> </tr> <tr> <td>Engr. Chamel Fiji C. Melo</td> <td>TWG</td> </tr> <tr> <td>Ms. Maricel R. Vergel De Dios</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Barby Ann M. Villamor</td> <td>Secretariat</td> </tr> </table> <p><b>BIDDER/S</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. Michael Felipe</td> <td style="width: 40%;">MBASE</td> </tr> <tr> <td>Mr. Don Anthony Panti</td> <td>Pronet Systems</td> </tr> <tr> <td>Ms. Gladys M. Como</td> <td>Advance Solutions Inc.</td> </tr> <tr> <td>Ms. Evangeline Bais</td> <td>Intl. Diamond ETH. Inc.</td> </tr> <tr> <td>Mr. Louis Alconce</td> <td>Unimasters</td> </tr> <tr> <td>Ms. Glenda F. Bibit</td> <td>Tekzone Computer Sales and Services Inc.</td> </tr> <tr> <td>Ms. Kathleen Pilotin</td> <td>Xitrix</td> </tr> <tr> <td>Ms. Analyn Quezado</td> <td>Xitrix</td> </tr> </table>	Engr. Pablo Roman C. Andres	Chairperson	Mr. Webster M. Laureñana	Vice-Chairperson	Ms. Jennifer M. Ancheta	Provisional Member	Ms. Rodevie L. Cruz	Ad Hoc Member	Mr. Jayson C. Erquiza	Member	Ms. Rina Maureen M. Maurera	Member	Engr. Chamel Fiji C. Melo	TWG	Ms. Maricel R. Vergel De Dios	Secretariat	Ms. Barby Ann M. Villamor	Secretariat	Mr. Michael Felipe	MBASE	Mr. Don Anthony Panti	Pronet Systems	Ms. Gladys M. Como	Advance Solutions Inc.	Ms. Evangeline Bais	Intl. Diamond ETH. Inc.	Mr. Louis Alconce	Unimasters	Ms. Glenda F. Bibit	Tekzone Computer Sales and Services Inc.	Ms. Kathleen Pilotin	Xitrix	Ms. Analyn Quezado	Xitrix
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<b>CALL OF ORDER</b>	<ul style="list-style-type: none"> <li>• The scheduled <b>Pre-Bid Conference</b> started at <b>10:15 AM</b> with the Chairperson presiding.</li> </ul>																																		

	<ul style="list-style-type: none"> <li>• The Chairperson acknowledged the presence of the attendees.</li> <li>• Notices to the observers have been sent within the prescribed period, but none attended the activity.</li> <li>• Having established the required quorum, the TWG proceeded with abovementioned activity.</li> </ul>
<p>HIGHLIGHTS OF ACTIVITY</p>	<ul style="list-style-type: none"> <li>• The Chairperson asked all the bidders present if they are already familiar with the government procurement process so as to skip the presentation and proceed with the discussion of the Bidding documents. All the bidders confirmed and agreed with it.</li> <li>• Also, the Chairperson asked the bidders if their PhilGEPS Certificate is updated and valid. All the bidders confirmed that their certificates are already updated and valid.</li> <li>• The Secretariat discuss to the bidders the BDS Clause 5.4 which states that:  The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB Clause 12.1 (a)(ii)</b>, a single contract that is similar to the to this Project, equivalent to at <b>least fifty percent (50%) of the ABC for Lot 1 and Lot 2. Please refer to Section VIII. Bidding Forms Annex "I" for the definition of similar contract.</b> <ul style="list-style-type: none"> <li>➤ The Secretariat presented to the bidders the Annex I which the Chairperson clarified that the similar contract for the items to be bid is under the IT products. (both flash drive and digital voice recorder)</li> </ul> </li> <li>• Ms. Dais of Int. Diamond ETH, Inc. clarified if they could use the Contract for the Supply and Delivery of Investigative Kits for the Single Largest Completed Contract (SLCC) wherein Digital Voice Recorder is included in the kit they supplied. The Chairperson took note of the inquiry.</li> <li>• The TWG proceeded with the discussion of the following: <ul style="list-style-type: none"> <li>a. BDS Clause 12.1 (a)(i)</li> <li>b. BDS Clause 29.2</li> </ul> </li> <li>• The TWG clarified that the required document to be submitted in the Latest Value Added Tax Returns is from the month of February to July.</li> <li>• Without any clarification from the bidder the TWG proceeded with the discussion of the Section VI. Schedule of Requirements. Bidders shall submit the following samples/demo units to the Procurement Division X</li> </ul>

(PD X) **on or before the deadline of bid submission** for evaluation and testing purposes:

Lot No.	ITEM/DESCRIPTION	REQUIREMENTS
1	<b>DIGITAL VOICE RECORDER, memory: 4GB (expandable)</b> , one (1) unit per box, ten (10) boxes per pack	One (1) unit
2	<b>FLASH DRIVE, 16GB capacity</b> , one (1) piece (in individual blister pack)	Five (5) pieces (in individual blister pack)

- The TWG clarified that the sample/demo units to be submitted must be equally the same to the unit to be delivered if it was awarded to them. The packaging of the unit shall conform to the Consumer Act of the Phil. (RA 7394) which includes of the following details like origin of the product, name of the bidder/supplier and etc.
- Mr. Alconcel of Unimasters clarified if it is required to provide the following details on every blister pack of flash drive and what type of labelling is required -printed or sticker.

*Response by the Chairperson:* Labelling in accordance to the Consumer Act of the Phil. (RA 7394) must be seen on every blister pack either printed or sticker.

- Mr. Felipe of MBASE also clarified if it is allowed to provide a separate demo unit which is unsealed to be used for testing purposes only aside from the sample units which are sealed to be submitted as required.

*Response by the Chairperson:* Submission of unsealed demo, unit is not allowed.

- Without any clarification from the bidders the TWG proceeded with the discussion of Section VII. Technical Specification. (Complete Technical Specifications provided on the Bidding Documents)
- Mr. Alconcel of Unimasters clarified if there is a requirement on the type of box to be used on the packaging per pack of flash drive, is using of basic brown box with sticker is allowed.

*Response by the Chairperson:* It is allowed.

OTHER MATTERS

- Ms. Dais of Int. Diamond ETH, Inc also clarified if the requirement on the Digital Voice Recorder is restricted only to 4GB memory only.

*Response by the Chairperson:* No, it is allowed to offer higher specifications.

- Without any clarification from the bidders the TWG proceeded with the discussion of Section VIII. Bidding Forms.
- Ms. Dais of Int. Diamond ETH, Inc clarified the quantity required for delivery acceptance for inspection testing purposes.

*Response by the Chairperson:* No quantity is required. Please refer to SCC Clause 16.1.

- Mr. Felipe of MBASE also clarified if the strap is required to be included in the packaging or it should be separate.

*Response by the Chairperson:* No specific requirement on this as long as the strap is secured.

- Ms. Bibit of Tekzone Computer Sales and Services Inc. clarified again if the SLCC requirement is limited to the item itself.

*Response by the Chairperson:* No, please refer to Annex I for the similar items under IT Products.

- The BAC X reminded the bidder that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided.

- The TWG reminded the bidder regarding the timeline of the project:

Last day of Submission of Written Clarification	27 August 2018
Last day of Issuance of Bid Bulletin	30 August 2018
Opening of Bids	06 September 2018 ; 10:00 A.M.

- Since August 27, 2018 is a holiday written clarification may be submitted through email at [pd10@ps-philgeps.gov.ph](mailto:pd10@ps-philgeps.gov.ph).

ADJOURNMENT	<ul style="list-style-type: none"> <li>Having no other matters for discussion, the meeting was adjourned at <b>11:05 AM.</b></li> </ul>
CERTIFICATION	<ul style="list-style-type: none"> <li>We certify that the foregoing is true account of <b>PRE-BID CONFERENCE</b> conducted on Thursday, August 23, 2018.</li> </ul>
PREPARED BY	<p style="text-align: center;"><b>(SGD) BARBY ANN M. VILLAMOR</b> Secretariat</p>
CERTIFIED CORRECT	<p><b>Bids and Award Committee X:</b></p> <p style="text-align: center;"><b>(SGD) RODEVIE L. CRUZ</b> Ad Hoc Member,PS</p> <p style="text-align: center;"><b>(SGD) JENNIFER M. ANCHETA</b> Provisional Member</p> <p style="text-align: center;"><i>(NOT PRESENT)</i> <b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member</p> <p style="text-align: center;"><b>(SGD) WEBSTER M. LAUREÑANA</b> Vice-Chairperson</p> <p style="text-align: center;"><b>(SGD) ENGR. PABLO ROMAN C. ANDRES</b> Chairperson</p>