

# MINUTES OF MEETING

Monday, November 18, 2019	10:00 AM	CONFERENCE ROOM A
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<b>MEETING CALLED BY</b>	<b>SPECIAL BIDS AND AWARDS COMMITTEE</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	Supply and Delivery of Desktops and Laptops for the Procurement Service (PS)
<b>REFERENCE</b>	<b>PB No. 19-314-6</b>
<b>ATTENDEES</b>	<p><b>Special Bids and Awards Committee:</b>          Mr. Joseph Conrad D. Dueñas                      Chairperson          Mr. Ulysses H. Dela Cruz                              Vice Chairperson          Atty. Divina Gracia A. Bacal                              Regular Member          Engr. John Paolo D. Alfonso                              Provisional Member (PMO-in-Charge)          Mr. Marc DLR. Hordejan                              TWG Lead Member          Mr. Jerome Jerold A. Catapang                              Secretariat</p> <p><b>Procurement Division VI:</b>          Ms. Rhazel C. Rigoroso                              Member          Ms. Mary Buenady A. Corpuz                              Member          Mr. Joshua Felino Julian F. Dulce                              Member</p> <p><b>Prospective Bidders:</b>          Mr. M. Agawa                              S &amp; S          Ms. Aline Brosoto                              S &amp; S          Ms. Jilian Bulalacao                              S &amp; S          Mr. Merc Cordova                              Intel          Mr. Rick Sy                              APTI          Mr. Don Mallillin                              HP          Mr. Toti De Guzman                              HP          Ms. Val Fontaro                              Dell          Mr. Carlo Ubaldo                              Dell          Mr. Ferdie Fetros                              AMD          Ms. Gemma B. Capuyan                              TIE          Ms. Gloria Bucaca                              TIE          Mr. Albina Ambat                              Alpha Rho Mega Builder &amp; Trading          Ms. Shiela Mirabel                              Alpha Rho Mega Builder &amp; Trading          Ms. Pol Costales                              Alpha Rho Mega Builder &amp; Trading</p>

	Ms. Edna Aplan Mr. Fedrico Paraz Mr. Robert Fernandez Mr. Carl Louie Francisco Mr. Alexander Hernandez Mr. Elwin Sallador Ms. Aissa Chan Mr. Paul Cortez Mr. Travis Robles Ms. Joana Arimado Ms. Thess Temeña Ms. Ira Palmero Mr. Jorgen Neri Ms. Marvin Delos Santos Mr. Khelly Merlin Mr. Nikko Almazar	AMTI AMTI UNISON Microgenesis SSEI SSEI CTI CTI ICS ICS ASI ASI Cosmic Green Atlantic Green Atlantic Lenovo
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at <b>10:27 AM</b> with the Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. The Invitation to Observers was also presented; however, none of them attended.</li> <li>4. Having established the required quorum, the Ms. Rigoroso proceeded with the discussion of the general requirements for government procurement.</li> </ol>	

**DISCUSSION**

I. BID DOCUMENTS	
<b>INVITATION TO BID</b>	<p>The prospective bidders requested that the time of the Opening of bids be moved to afternoon of the same date due to the upcoming SEA Games.</p> <p><b>The Committee took note of the request and stated that the same shall be answered in the Bid Bulletin.</b></p>
<b>INSTRUCTIONS TO BIDDERS</b>	"NO DISCUSSION"
<b>BID DATA SHEET</b>	<p>BDS Clause 29.2 Page 44</p> <p>xxx</p> <p>9. List of Manufacturer-Authorized and Active Service Centers in all</p>

	<p>Regions nationwide. A signed AGREEMENT OF AT LEAST THREE (3) YEARS between the bidder and Manufacturer-Authorized service center shall be included in the submission. A Valid and Current Business Permit of the Manufacturer-Authorized service center shall be attached in the agreement.</p> <p>xxx</p> <p>A prospective bidder inquired whether the Manufacturer-Authorized is required or a reseller-authorized will be acceptable. Also, a prospective bidder asked if an on-site service is acceptable in lieu of the Service Centers.</p> <p><b>The Committee took note of the concern.</b></p> <p>A prospective bidder further inquired if the Manufacturer-Authorized is applicable to all regions.</p> <p><b>The Committee replied in the affirmative.</b></p>																		
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>"NO DISCUSSION"</p>																		
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>The prospective bidders clarified whether the delivery is direct to the Agencies.</p> <p><b>The Committee answered that the delivery sites are indicated under SCC Clause 1.1(k), which states that:</b></p> <p>xxx</p> <p><i>Procurement Service, Warehouse, PS Complex, RR Road Cristobal St., Paco Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga.</i></p> <p>xxx</p>																		
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>xxx</p> <table border="1" data-bbox="432 1592 1493 1845"> <thead> <tr> <th data-bbox="432 1592 544 1659">LOT NO.</th> <th data-bbox="544 1592 751 1659">ITEM DESCRIPTION</th> <th data-bbox="751 1592 922 1659">TOTAL QUANTITY</th> <th colspan="2" data-bbox="922 1592 1246 1659">QUANTITY</th> <th data-bbox="1246 1592 1493 1659">DELIVERY PERIOD</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1659 544 1845" rowspan="4">1</td> <td data-bbox="544 1659 751 1845" rowspan="4">Desktop for Basic User</td> <td data-bbox="751 1659 922 1845" rowspan="4">12,500 Units</td> <td data-bbox="922 1659 1070 1704">1<sup>st</sup> Month</td> <td data-bbox="1070 1659 1246 1704">5,000 Units</td> <td data-bbox="1246 1659 1493 1845" rowspan="4">Within Thirty (30) Calendar Days upon Receipt of Delivery Order</td> </tr> <tr> <td data-bbox="922 1704 1070 1749">2<sup>nd</sup> Month</td> <td data-bbox="1070 1704 1246 1749">2,500 Units</td> </tr> <tr> <td data-bbox="922 1749 1070 1794">3<sup>rd</sup> Month</td> <td data-bbox="1070 1749 1246 1794">2,500 Units</td> </tr> <tr> <td data-bbox="922 1794 1070 1845">4<sup>th</sup> Month</td> <td data-bbox="1070 1794 1246 1845">2,500 Units</td> </tr> </tbody> </table> <p>xxx</p> <p>The prospective bidders requested that the 1<sup>st</sup> month of the Delivery Period for Lot Nos. 1-2 be amended to sixty (60) calendar days.</p>	LOT NO.	ITEM DESCRIPTION	TOTAL QUANTITY	QUANTITY		DELIVERY PERIOD	1	Desktop for Basic User	12,500 Units	1 <sup>st</sup> Month	5,000 Units	Within Thirty (30) Calendar Days upon Receipt of Delivery Order	2 <sup>nd</sup> Month	2,500 Units	3 <sup>rd</sup> Month	2,500 Units	4 <sup>th</sup> Month	2,500 Units
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	<p><b>The Committee took note of the request and stated that it will be subject for discussion.</b></p> <p>Further, the prospective bidders asked if there is an assurance that the quantity for the first month will be completely exhausted since based on previous projects, that kind of quantity lasts in 3-4 months.</p> <p><b>In response, the Chairperson explained that the delivery order is based from the actual demand coming from the Agencies under the Ordering Agreement Contract. In addition, he explained that the delivery shall be in close coordination with the awardee to avoid late delivery and penalties.</b></p>												
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p>Lot No. 1 Page 74-75 xxx</p> <table border="1" data-bbox="448 896 1508 1008"> <tr> <td><b>GRAPHICS/VIDEO PROCESSOR (minimum)</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2GB Integrated/shared Graphics</td> <td></td> <td></td> <td></td> </tr> </table> <p>xxx</p> <p>A prospective bidder clarified if the above requirement is "integrated or shared graphics".</p> <p><b>The Committee replied in the affirmative.</b></p>	<b>GRAPHICS/VIDEO PROCESSOR (minimum)</b>				2GB Integrated/shared Graphics							
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	<p>Lot No. 1 Page 76 xxx</p> <table border="1" data-bbox="448 1870 1508 2018"> <tr> <td><b>ADDITIONAL REQUIREMENTS</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>xxx</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Security Features that can Defend from Malicious Software and like</td> <td></td> <td></td> <td></td> </tr> </table>	<b>ADDITIONAL REQUIREMENTS</b>				xxx				Security Features that can Defend from Malicious Software and like			
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	<p>upon beginning of the boot process.</p> <p>xxx</p> <p>A prospective bidder requested clarification whether the type of boot process requirement is BIOS level since there is a lot of boot process. He said that the clarification applies to lot nos. 1-3.</p> <p><b>The Committee took note of the clarification.</b></p>												
	<p>A prospective bidder asked on the type of document that the bidder should provide in compliance with the minimum labelling requirement or the RA 7394.</p> <p><b>The Committee clarified that it is the labelling requirement either in the equipment or the packaging.</b></p> <p>Also, a prospective bidder inquired on the type of reference that will be stated in the reference column.</p> <p><b>The Committee took note of the query.</b></p>												
	<p>A prospective bidder would like to confirm if there is a weekend on the after sales service.</p> <p><b>The Committee answered that it covers business working hours.</b></p>												
	<p>A prospective bidder asked if subcontracting of service agreement is acceptable.</p> <p><b>The Committee took note of the query.</b></p>												
	<p>Lot No. 1 Page 74 xxx</p> <table border="1" data-bbox="448 1664 1508 1776"> <tr> <td><b>PROCESSOR (minimum)</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>xxx</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cache: 6MB Shared Cache</td> <td></td> <td></td> <td></td> </tr> </table> <p>xxx</p> <p>A prospective bidder requested to relax the above requirement to 6MB.</p> <p><b>The Committee took note of the request.</b></p>	<b>PROCESSOR (minimum)</b>				xxx				Cache: 6MB Shared Cache			
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A prospective bidder inquired if the Committee has a preferred form factor.

**The Committee took note of the concern.**

Lot No. 1  
Page 75  
xxx

<b>STANDARD I/O PORTS (minimum)</b>			
xxx			
<b>Rear:</b>			
One (1) VGA Port or Display Port (Built-in)			

xxx

A prospective bidder asked whether "HDMI Port or Display Port" is acceptable.

**The Vice-Chairperson replied that both VGA and HDMI should be available.**

Lot No. 2  
Page 78  
xxx

<b>STORAGE/HARD DRIVE(minimum)</b>			
1 TB SATA HDD + 256 gb SSD			

xxx

A prospective bidder inquired on where the Operating System will be stored.

**The Vice-Chairperson answered that: SSD.**

Lot No. 2  
Page 78  
xxx

<b>PROCESSOR (minimum)</b>			
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xxx

A prospective bidder requested to consider latest generation of processor since the requirement falls to its previous generation.

**The Committee took note of the request.**

	<p>Lot No. 3 Page 82 XXX</p> <table border="1"> <tr> <td><b>DISPLAY SCREEN (minimum)</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td><del>21.5</del> <b>15.6</b>" viewable size LED backlit</td> <td></td> <td></td> <td></td> </tr> </table> <p>XXX</p> <p><b>The Provisional Member stated that the above amendment will be reflected in the Bid Bulletin.</b></p>	<b>DISPLAY SCREEN (minimum)</b>				<del>21.5</del> <b>15.6</b> " viewable size LED backlit			
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	<p>Lot No. 3 Page 83 XXX</p> <table border="1"> <tr> <td><b>ACCESSORIES</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>VGA adapter</td> <td></td> <td></td> <td></td> </tr> </table> <p>XXX</p> <p>A prospective bidder clarified whether the adapter is still required if the VGA is built in.</p> <p><b>The Vice-Chairperson explained that the equipment should have both VGA and HDMI port. If the equipment has VGA only then there should be an adapter for the HDMI. He stated that a Bid Bulletin shall be issued for this purpose.</b></p>	<b>ACCESSORIES</b>				VGA adapter			
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<b>BIDDING FORMS</b>	<p><b>The Chairperson stated that the form for the Schedule of Prices will be reflected in the Bid Bulletin.</b></p>								
<b>OTHER MATTERS</b>	<p>The Chairperson reminded the bidders that the last day of submission of written clarification is on or before November 22, 2019.</p>								
<b>ADJOURNMENT</b>	<p>Having no other matters for discussion, the meeting was adjourned at <b>11:55 AM.</b></p>								
<b>CERTIFICATION</b>	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on <b>November 18, 2019.</b></p>								
<b>PREPARED BY</b>	<p><b>JEROME JEROLD A. CATAPANG</b> Secretariat</p>								
<b>CERTIFIED CORRECT</b>	<p>Special Bids and Awards Committee:</p>								

**ENGR. JOHN PAOLO D. ALFONSO**  
Provisional Member (PMO-in Charge)

**ATTY. DIVINA GRACIA A. BACAL**  
Regular Member

**ULYSSES H. DELA CRUZ**  
Vice Chairperson

**JOSEPH CONRAD D. DUEÑAS**  
Chairperson