



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

## MINUTES OF MEETING

Wednesday, February 26, 2020	Time: 10:00 AM	Venue: Executive Lounge
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MEETING CALLED BY	<b>BIDS AND AWARDS COMMITTEE VII</b>
TYPE OF MEETING	<b>PRE-BID CONFERENCE</b>
PROJECT	<b>Supply, Delivery, Installation and Configuration of Anti-virus with Ransomware and Enterprise Mobility Management Solution for Presidential Management Staff (PMS)</b>
REFERENCE NO.	<b>PB No. 20-009-7</b>
ATTENDEES	<p><b><u>BIDS AND AWARDS COMMITTEE VII</u></b> <b>MS. ROSALINDA V. DAPITO</b> Chairperson <b>ENGR. ANTONIO B. HERMIDA</b> Provisional Member <b>DIR. SOCORRO Q. AYDINAN</b> AdHoc Member</p> <p><b><u>PROCUREMENT DIVISION VII</u></b> <b>MS. MA. ANGELICA M. HUI</b> TWG <b>MS. ROWENA R. INOCENTES</b> Secretariat</p> <p><b><u>END-USER AGENCY REPRESENTATIVE(S)</u></b> <b>Mr. Aristides Abad</b> PMS <b>Mr. Cheryl Rentino</b> PMS <b>Mr. Mark Philip Tang</b> PMS</p> <p><b><u>BIDDER/S</u></b> <b>Ms. Janeth Del Carmen</b> Next Innovation</p>
CALL TO ORDER	<ol style="list-style-type: none"><li>1. The scheduled <b>Prebid Conference</b> started at <b>11:00 AM</b> with the Chairperson presiding.</li><li>2. The Secretariat acknowledged the presence of the attendees and the required quorum has been established.</li><li>3. Notwithstanding the absence of invited observers, the Chairperson stated the BAC'S compliance with the invitation of Observers under the Rules.</li></ol>

<b>I. BID DOCUMENTS</b>	
<b>INVITATION TO BID</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>INSTRUCTIONS TO BIDDERS</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>BID DATA SHEET</b>	<p>Clause 18.1 Page 41 x x x</p> <p>The bid security in the form of cashier's/manager's check shall be payable to PROCUREMENT SERVICE.</p> <p>x x x</p> <ul style="list-style-type: none"> <li>➤ Next Innovation clarified the payee that will be indicated in the cashier's/manager's check.</li> <li>- <i>The Committee emphasized that the payee is PROCUREMENT SERVICE.</i></li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>SCHEDULE OF REQUIREMENT</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>TECHNICAL SPECIFICATIONS</b>	There were no other discussions, clarifications, amendments, inclusions and revisions under this Section of the Bidding Documents.
<b>BID FORMS</b>	<p>Section VIII Page 83</p> <p>Bid Form (Annex A) x x x</p> <p><del>Supply and Deliver School Furniture for Elementary and Secondary Schools</del></p>

~~Nationwide under the 10% Allocation for Cooperative Persons with Disability for the Department of Education~~ Supply, Deliver, Install and Configure Anti-Virus with Anti-Ransomware and Enterprise Mobility Management Solution for the Presidential Management Staff in conformity with the said Bidding Documents.

- To amend the above details reflected in Bid Form

### III. OTHER MATTERS

#### OTHER MATTERS

- The following points were also emphasized:
  - Financial Bid Form
    - Price schedule form/s re: *For Goods Offered From Abroad or For Goods Offered From Within the Philippines (whichever is applicable)* that should be submitted together with the Bid Form.
    - Each and every page of Bid Form, including the attached Schedule of Prices should be signed.
  - PhilGEPS Certificate
    - It must be valid, current and updated.
  - No. 10<sup>th</sup> statement under the Omnibus Sworn Statement
    - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10<sup>th</sup> statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.
  - Documents such Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must be specific to the project.
  - Additional documents of the LCB must be submitted within five (5) calendar days from the receipt of the notice from the BAC.
- The matrix of schedule of bidding activities was presented and reiterated that should the bidder have additional queries, the same shall be in writing and last day of written clarifications shall be on March 2, 2020.

<b>ATTACHMENTS</b>	Attendance Sheet
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>1:00 PM.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Prebid Conference conducted on February 26, 2020.
<b>PREPARED BY</b>	SGD <b>ROWENA R. INOCENTES</b> Secretariat
<b>CERTIFIED CORRECT</b>	SGD <b>ENGR. ANTONIO B. HERMIDA JR.</b> Provisional Member  SGD <b>DIR. SOCORRO Q. AYDINAN</b> AdHoc Member  SGD <b>ROSALINDA V. DAPTIO</b> Chairperson