MINUTES OF THE PREBID CONFERENCE

Procurement of Computer Supplies
(IB# GA-BAC-2019-IA-23)
October 15, 2019 10:00 A.M.

Present were:

Bids and Awards Committee
Ms. Teresita L. Vitug - Chairperson
Ms. Amelita Q. Omadto - Member
Engr. Jopari P. Noceda - Member
Mr. Murbie C. Narciso - End-user / Provisional Member

Technical Working Group III
Engr. Kathleen Donnah P. Reotutar - Chairperson
Mr. Joseph Michael S. Patague - Legal Officer
Ms. Wilma M. Espino - Financial Officer
Mr. Florencio R. Cruz - Technical Officer
Engr. Rowena N. Pineda - Technical Officer
Engr. Allan John G. Lumibao - Technical Officer
Engr. Ullyses D. Reyes - Technical Officer

BAC Secretariat
Ms. Rosario D. Tuazon - Lead
Ms. Willabelle S. Bulan - Member
Mr. Argei Joseph Bagtas - Member
Ms. Kimberly Abbey M. Perez - Member
Ms. Johnna N. Oliveria - Member

Prospective Bidder/s
Ms. Juvelyn Vasillo - JPC Express and General Merchandise
Ms. Josephine Pascual - JPC Express and General Merchandise
Mr. Alex Quintos - Almark Gadget Computer Sales & Service
Ms. Jonalyn Juco - Almark Gadget Computer Sales & Service
Ms. Joanne Soyangco - JCMAK Enterprise

A. Administrative Briefing

1. The Pre-Bid Conference for the Procurement of Computer Supplies with an ABC amounting to PhP3,756,850.00 was held on 15 October 2019, 10:00 AM at the Government Arsenal, DND, Conference Room, Camp General Antonio Luna, Limay, Bataan. The Chairperson of the Bids and Awards Committee (C, BAC) presided over the conference.

2. C, BAC called to order the conference. Three (3) prospective bidders, namely: JPC Express and General Merchandise, Almark Gadget Computer Sales & Service, and JCMAK Enterprise attended the conference.

3. Engr. Pineda presented the briefing on the bidding procedures wherein the bidders were given the opportunity to raise their concerns as shown below. Likewise, salient points were given emphasis, to wit:
• **Submission of Requirements**
  Each Bidder shall submit: One (1) original / certified true copy; and Six (6) machine copies of the first and second components of its bid except for the Omnibus Sworn Statement, Bid Security and Bid Form which must be actual original. **All documents shall be properly tabbed.**

• **Eligibility Requirements**
  Bidders may submit their Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership (with Annex/es forming part of the Certificate) in lieu of their uploaded file of Class “A” Documents, or a combination thereof. In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post – qualification requirement to be submitted in accordance with Section 34.2 of the IRR.

• **Statement of all on-going contracts**
  Statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether, similar or not similar in nature and complexity to the contract to be bid.

  **NOTE:** Projects where a Notice of Award (NOA) has been issued, but for which no contract has been signed yet, should be included in the statement required under Section 23.1(a)(iv) of the IRR of RA9184 because these are already considered awarded contracts.

  *In the absence of on-going projects, state non-applicability.*

• **Statement of SLCC**
  Statement of the prospective bidder of at least one single largest completed contract within 5 years from the date of submission and receipt of bids that is similar to the contract to be bid whose value must be at least 25% of the ABC.

  or

  A statement of at least two (2) completed similar contracts and the aggregate contract awards should be equivalent to at least 25% of the ABC and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

  For this purpose, similar contracts shall refer to manufacture and/or supply of computer supplies.

• **Grouping and Evaluation**
  Each item to be evaluated and compared with other bids separately and recommended for contract award separately.

• **Post-Qualification Requirements**
  a. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)
  b. Registration Certificate
  c. Mayor’s Permit
  d. Tax Clearance
  e. Latest Audited Financial Statement
  f. Company Profile of the bidder
• **Terms of Payment registrability**
  
The terms of payment shall be as follows:
  
  Payment of ninety-five percent (95%) shall be made thru:

  **For Local Manufacturer/Supplier**
  
a) Modified Disbursement Scheme (MDS) Checks or Direct Payment Scheme via bank debit system through issuance of Advice to Debit Account (ADA) of Supplier (DBM Circular 2013-16 dated December 23, 2013) after delivery and acceptance at the Government Arsenal; or

  **For Foreign Manufacturer/Supplier**
  
b) Letter of Credit (LC) after delivery and presentation of Inspection Acceptance Report (IAR) duly signed by the Inspection Acceptance Committee and written advice of payment duly signed by the Director, Government Arsenal.

  The remaining five percent (5%) shall be retained to cover warranty obligations, to be released after three (3) months or upon submission of an equivalent special bank guarantee, and for LC, upon written advice of payment duly signed by the Director, Government Arsenal.

  All charges for the opening of LC and / or Incidental expenses thereto (i.e. bank commission, documentary stamp, tax, cable, etc.) shall be for the account of the supplier.

**B. Issues and Concerns**

• **Item no. 36 - Casing, w/ PS, ATX, (20-pin and 4-pin connector), w/ KSM, black**
  
  Representative of JPC Express asked for the meaning of KSM. The end-user, Mr. Narciso, responded that KSM stands for Keyboard, Speaker and Mouse. JPC Express asked if this KSM is included in casing. Mr. Narciso answered that the casing is bundled with KSM and Power Supply (PS). JCMAK Enterprise asked for the required wattage of the PS. Mr. Narciso replied that it should be in maximum of 550W. JCMAK Enterprise inquired also if there is any brand preference. Mr. Narciso answered that they may offer other brands.

• **Item no. 39 - Hard Disk Drive, 3TB SATA 6Gb/s, 64MB Cache 7200RPM Hard Drive**

  JPC Express asked for the size of the Hard Disk Drive (HDD), as well as, if the HDD is intended for desktop computers. Mr. Narciso answered that it must be 3.5 inches (standard) and it is also intended for desktop computers.

• **Item no. 50 - Monitor for computer, 18.5" LED**

  JPC Express asked what type of socket should the monitor has. Mr. Narciso replied that it should be HDMI socket, however, he informed the bidders that the committee shall issue bid bulletin for the additional specs of the item. C. BAC asked the end-user if the HDMI socket will not affect the budget of the item. The end-user clarifies that ABC will not be affected.

• **Item no. 51 - Motherboard, LGA 1151 socket, supports 7th and 6th generation, and DDR4 memory, max. 64GB**

  **Item no. 57 - Processor, i3-7100 3.9GHz 7th Generation**

  JPC Express informed the committee that the DDR4 memory is intended for 8th generation processor. They asked the type of processor. The end-user answered i3-7100 which is in item no. 57.

• **Item no. 53 - Internal Power Supply for computer, thermaltake**

  JCMAK Enterprise inquired for the wattage of the internal power supply. Mr. Narciso replied that the matter shall be included in the bid bulletin to be issued.
• **Item no. 59 - Router, wireless, mimo, gigabit**  
  Mr. Narciso likewise apprised bidders the inclusion of its additional specs on the issuance of bid bulletin.

• **Item no. 60 - Scanner, high speed, high dpi scanning resolution, Auto document feeder colored, duplex**  
  JCMAK Enterprise asked for the size of paper to be scanned. Mr. Narciso replied that it was just the standard size which is A4. JCMAK Enterprise further asked whether the scanner is hand-held or flatbed type. Mr. Narciso responded that it should not be hand-held nor flatbed type but must be feeder type for more scanning speed.

• **Item no. 63 - Rechargeable sealed lead-acid battery, 12V, 7Ah (upto 7.2Ah), maintenance-free; standby voltage regulation: 13.50-13.80 volts; non-spillable**

• **Item no. 64 - Rechargeable sealed lead-acid battery, 6V, 4.5Ah (upto 4.7Ah), maintenance-free; standby voltage regulation: 6.75-6.90 volts; non-spillable**

  JPC Express asked where to use these batteries. Mr. Narciso replied that they will re-check both items. Amendments, if any, shall also be included on the bid bulletin to be issued.

• **Item no. 65 - Video Card, 2gb ddr5 128 bit, PCIE**  
  JPC Express informed the committee that there is no 2gb ddr5 video card; 2gb ddr4 and 4gb ddr5 instead. Mr. Narciso insisted that they saw 2gb ddr5 video card on the internet. JCMAK Enterprise responded that it depends on the availability on the market. C, BAC asked if there is a price difference between 2gb ddr5 and 4gb ddr5. JPC Express replied that there is a big price difference between the two items. The end-user apprised that they will re-check the item and any amendment shall also be included on the bid bulletin to be issued.

There were no other queries on remaining items. Noted below are the administrative concerns and reminders:

• Mr. Narciso informed the bidders for the submission of brochure on specific items shall also be included on the bid bulletin to be issued.

• C, BAC reminded the bidders on the “notes” indicated on Technical Specifications of the bidding document.

• JPC Express asked if they may call if they have other queries. The committee responded that they may send their queries thru e-mail within three (3) calendar days.

• The committee reiterated that the opening of bids will start at exactly 10:00 A.M. as stipulated in the bidding document.

C, BAC further reiterated to the bidders that the committee shall issue necessary bid bulletin for any amendments on the bidding document and technical specifications of the items.

Having no other matters to discuss, C, BAC adjourned the meeting at 10:53 A.M.

Prepared by:  
ARGEL JOSEPH BAGTAS  
Secretariat

Noted by:  
MS. TERESITA L. VITUG  
Chairperson, GA - BAC
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