

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

November 8, 2019

Pre-Bid Conference for the Contract on the Supply and Delivery of Eighteen (18) Sets Desktop Computer, One (1) Unit Laptop, and Various Printers

Present:

Atty. Dante A. Arcangeles	-	Chairperson
Engr. Zaldy A. Lacson	-	BAC Member
Jesserie O. Clorion	-	BAC Member
Shalmahr. B. Vito	-	BAC Member
Engr. Riann Brillo	-	Head, BAC TWG
Felixberto Baguyo	-	TWG Member
Marjorie A. Dela Cruz	-	Head, BAC Secretariat
Anna Rhea Basonia	-	Asst. BAC Secretariat
Criselda D. Fonte	-	BAC Secretariat

Other Present:

Engr. Jose Ferdinand Dublas	-	Vice President, PSME
Marlo Esteban	-	Representative, Welmar Merchandising
Thea Grace Arollado	-	Sales Representative, Clipdata Computer Center
Allan Tupaz	-	Technician, Clipdata Computer Center
Alex Rufo	-	Sales Representative, B& E Sales Computer and Services

Absent:

Engr. Lizalyn B. Baylon	-	Vice-Chairman
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Declaration of Quorum:

The Chairman called the Meeting to Order at 9:00 AM.

Upon determination of the BAC Secretariat that majority of the members are present, she announced that there was a Quorum.

The meeting started by a prayer led by Engr. Brillo.

The BAC, then proceeded to transact its business for the Pre-bid Conference for the Contract on the Supply and Delivery of Eighteen (18) Sets Desktop Computer, One (1) Unit Laptop, and Various Printers with an Approved Budget for the Contract (ABC) for Fiscal Year 2020 amounting to Nine Hundred Forty-Five Thousand Pesos and 00/100 (P945,000.00). It was

51 recommended to the board for public bidding and subsequently was approved
52 through BOD Resolution No. 91 dated October 29, 2019.

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54 The requesting unit is Management Services Division charged to Acct. No.
55 223/ 1 06 05 030.

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57 Early procurement activities is mandated by DBM Memorandum Circular No.
58 2019-1 and GPPB Circular letter No. 06-2019. The budget of this procurement
59 was based from Indicative Annual Procurement Plan for fiscal year 2020.

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Proceedings:

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- The Chairman informed the Committee that the pre-bid conference is being held to discuss, among other things, the eligibility requirements and the technical and financial components of the Contract on the Supply and Delivery of Eighteen (18) Sets Desktop Computer, One (1) Unit Laptop, and Various Printers with an Approved Budget for the Contract of Nine Hundred Forty-Five Thousand Pesos and 00/100 (P945,000.00).
- The Chairman instructed the Secretariat to let the representative introduced themselves to the members of the BAC.
- As requested by the Head of the BAC Secretariat, the bidders representatives introduced their names and companies they represent.
- As directed by Atty. Arcangeles, the Secretariat apprised the Committee that she was not able to print the Detail Tracking Report because there was an error in the PhilGEPS website; nobody purchased the bidding documents for the procurement at hand. On October 20, 2019, the letter of invitation was sent to three (3) prospective observers, namely: Ms. Llana Dalisay, Engr. Jose Ferdinand Dublas, and Engr. Edgar Agana; the invitation was accordingly received by the addressee but only Engr. Dublas attended the said conference .
- Atty. Arcangeles encouraged the bidder's representative to raise their queries for clarification on the requirements set by the Committee.
- Having no other comment, Atty. Arcangeles directed the Committee to take up Invitation to Bid 005-2020.
- After the Committee reviewed the ITB, they go over in the preliminaries of Checklist of Requirements for Bidders.
- The Chairman asked the bidder's representative if they have any question to the delivery period which is within thirty (30) calendar days.
- All representatives of the prospective bidder present confirmed that they can comply the 30 days schedule of delivery.

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- The Committee proceeded to review the Checklist of Requirement for Bidders, the Eligibility Requirements No. 1 to 4 and Additional Eligibility Requirements No. 5 to 9 (Class A Documents - Legal, Technical, and Financial Document), and Technical Requirements No. 10 to 13 and Additional Technical Requirements No. 14 to 20 (Class B Documents).
- On Technical Requirement No. 20, the Chairman called the attention of the bidders representatives that if they have any delinquent delivery to MRWD, it must be settled right now, otherwise they will be marked non compliance as to technical requirement no. 20 is concern.
- Subsequently, Atty. Arcangeles informed the bidders representative regarding the warranty certificate that will be submitted by the bidder. He asked the bidders if they can issue a three (3) years warranty certificate for desktop computer set.
- Representatives from Welmar and Clipdata requested to have a one (1) year warranty for computer desktop because their supplier's of the said item also offered a one (1) year warranty.
- The Committee and Mr. Baguyo requested to have a two (2) years instead of one (1) year for assurance on the item to be procured.
- Atty. Arcangeles explained that the bidder will be the one to issue a warranty certificate and not the principal but if the bidder is confident that they can deliver the item in good condition normally it will be three years warranty.
- To answer the query of the Chairman regarding the experience of their computer product, according to Mr. Esteban from Welmar Merchandising, the item can operated for 3-4 years if properly used. Mr. Alex Rufo from B&E Computer Sales and services confirmed that they can offer a three (3) years warranty for desktop computer set and one (1) year for laptop and various printers.
- The Committee collectively agreed to retain the three (3) years warranty for desktop computer set and one (1) year for laptop and various printers as stated in technical requirements no. 20.
- The Chairman apprised the bidders representative regarding the Committee's decision on Technical Requirement No 20.
- On Technical Requirements No. 19, Mr. Felix Baguyo informed the representatives of the bidder present that the services for repair will be on site and clearly emphasized that the windows must be licensed.
- After careful review and discussion on the Eligibility and Technical Requirements, the Committee and Technical Working Group checked the Technical Specification.
- Thereafter, the Chairman asked the bidders representative if they can comply and deliver the goods according to the specification of computer, laptop and printers.

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- All representatives confirmed that they can comply.
- Mr. Esteban asked if the Committee prefer a brand of printer.
- The Committee answered that they don't have any brand preference, however, Mr Baguyo replied if they can offer an Epson it will be better and advantageous to MRWD.
- Mr. Rufo from B&E Sales and Computer asked the brand of the monitor and confirmed if the size is 18.5" .
- Again the Committee answered the no brand preference and confirmed the monitor is 18.5" .
- The meeting adjourned at 9: 45 AM.

Prepared by:


MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Approved by:


ATTY. DANTE A. ARGANGELES
BAC Chairperson

(ON TRAVEL)
ENGR. LIZALYN B. BAYLON
Vice-Chairperson


ENGR. ZALDY A. LACSON
Member


SHALMARH B. VITO
Member


JESSERIE O. CLORION
Member