



Republic of the Philippines
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MINUTES OF THE PRE-BIDDING CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF ICT EQUIPMENT
LOT A: CLONED COMPUTER SET FOR UCC-CCL

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Noel A. Sedigo	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Bambi Alvarado	- Representative, Joneco Tech Marketing Corp.
Mila M. Matel	- Representative, Masangkay Computer Center
Ace Amiel E. Malicsi	- End-User/ CEIT CCL Section Head
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat

The pre-bidding conference for the SUPPLY, DELIVERY AND INSTALLATION OF ICT EQUIPMENT – LOT A: CLONED COMPUTER SET FOR UCC-CCL held at Hostel Tropicana was called to order at 1:00 pm on October 18, 2022, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of two (2) representatives of the prospective bidders.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Three Million One Hundred Sixty-Eight Thousand Pesos (₱ 3,168,000.00).
2. The source of funds for the project is FUND 164-INCOME.
3. The general requirements and technical specifications were presented.
 - 3.1. Cloned Computer Set (33 units) – amounting to ₱ 1,200,000.00
 - Processor: Ryzen 5 with built-in GPU
 - Memory: 16GB DDR4
 - Motherboard: AM4 with PS2 port for keyboard and mouse
 - SSD: 240GB 2.5" SATA SSD
 - Casing: MicroATX case with 600 PSU
 - Monitor: At least 21.5" LED monitor
 - 500watts AVR
 - Open Source OS
 - Inspection after set-up
 - 3.2. Cloned Computer Set (82 units) – amounting to ₱ 1,968,000.00
 - Processor: AMD Athlon with Vega Graphics
 - Memory: 8GB DDR4
 - Compatible motherboard
 - 250GB SSD SATA 2.5"
 - Casing: ATX casing with 600W PSU

- Monitor: At least 21.5" LED monitor
- 500watts AVR
- USB Keyboard & Mouse
- Open Source OS
- Inspection after set-up

B. Queries from the prospective bidders/ Agreements:


1. Ms. M. Matel of Masangkay Computer Center raised her query regarding the bidding documents. As indicated, the total bidding documents' amount is Ten Thousand Pesos (₱ 10,000.00) for the 5 lots, she inquired if the payment for the bidding documents is still ₱10,000.00 if they will not join the 5 lots. Moreover, she asked if the delivery period is still 30 days upon receipt of the PO and NOA.
2. The BAC Chair reiterated that the payment for the bidding documents is computed based on the total amount of five (5) lots of Eight Million Six Hundred Thirty-Six Thousand Eight Hundred Seventy-Three Pesos and 09/100 (₱ 8,636,873.09) thus, the bidding documents still amounting to ₱10,000.00 regardless if they join in the 5 lots or not.
3. The BAC Chair mentioned that the standard delivery period is still 30 days, however, for the extension of the delivery period, a letter of request (within the 30-day) for an extension must be submitted stating valid reasons for the delay and it is for evaluation and approval of BAC.
4. Ms. Alvarado of Joneco Tech Corporation raised a question on the preparation of the bid document if it is per lot and another question regarding the bid security.
5. The Chair of the BAC Secretariat answered that the prospective bidders can submit 1 bid document (1 preparation) but for the financial statement it is per folder per lot but in 1 package.
6. As per agreement of the BAC, the Chair reiterated that amount of bid security is still be computed based on the total project amount of 5 lots which is ₱8,636,873.09.
7. For the sealing of bid document, 1 folder containing 3 copies (1 original, 2 photocopies) is requested.
8. The awarding of the project is per lot.

C. Other Matters:

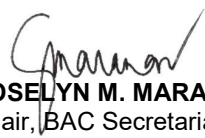
1. The BAC is requesting prospective bidders to submit three (3) sets of bid documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "dog tags" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on November 3, 2022, at 8:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on November 3, 2022, at 1:00 pm at CvSU Hostel Tropicana.
5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for the submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted.
7. For those who are interested to attend the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to observe following the IATF guidelines, thus, wearing of face masks and social distancing must be observed at all times during the bid conference.

Since there are no queries from the bidders and the BAC members, and there are no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 1:30 pm.

Prepared by:




AL EUGENE L. TORRES
Member, BAC Secretariat



ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:



LOLITA G. HERRERA
Chair, BAC for Goods and Consulting Services