



Republic of the Philippines  
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**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**SUPPLY, DELIVERY AND INSTALLATION OF ICT EQUIPMENT**  
**LOT B: BRANDED COMPUTER SET AND PRINTER FOR TANZA CAMPUS**

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
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 B: BRANDED COMPUTER SET AND PRINTER FOR TANZA CAMPUS held at Hostel Tropicana was called to order at 1:30 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 One Million Two Hundred Forty-Five Thousand Eight Hundred Twenty-Five Pesos (₱ 1,245,825.00).
2. The source of funds for the project is FUND 164-INCOME.
3. The general requirements and technical specifications were presented.

3.1. Branded Computer Set (1 unit) – amounting to ₱ 49,612.50

- Processor: Intel Core i5-12400, 6cores, 12 Threads, 18MB L3 cache, 2.5GHz base 4.4Ghz Max Frequency
- Motherboard: Intel H610 Chipset
- Memory: 8GB DDR4 3200MHz UDIMM, up to 32GB of Dual-channel DDR4
- Storage: 256GB M.2 2280 PCI-E SSD + 1TB 3.5-inch 7200RPM
- Graphics: NVIDIA GeForce® GT 1030 with 2GB of DDR5 (supporting: DVD-D, HDMI)
- With Card Reader
- Audio: Integrated high-definition, 5.1-channel surround sound
- Connectivity: WLAN 802.11 ac/a/b/g/n wireless LAN and Bluetooth 4.2 LE LAN Gigabit Ethernet
- Display: at least 21.5" LED monitor
- USB Keyboard and Mouse
- Power Supply: 300W
- OS: Win 11 Home 64bit with MS Office 2019 Home & Student, Licensed
- AVR: 500W, 220V

- Warranty: 2 years parts and labor

3.2. Branded Computer Set (20 units) – amounting to ₱ 1,968,000.00

- Processor: Intel Core i3-12100, 4cores, 8 Threads, 12MB L3 cache, 3.3GHz base 4.3GHz Max Frequency
- Motherboard: Intel H610 Chipset
- Memory: 8GB DDR4 3200MHz UDIMM, up to 32GB of Dual-channel DDR4
- Storage: 256GB M.2 2280 PCI-E SSD + 1TB 3.5-inch 7200RPM
- Graphics: NVIDIA GeForce® GT 1030 with 2GB of DDR5 (supporting: DVD-D, HDMI)
- With Card Reader
- Audio: Integrated high-definition, 5.1-channel surround sound
- Connectivity: WLAN 802.11 ac/a/b/g/n wireless LAN and Bluetooth 4.2 LE LAN Gigabit ethernet
- Display: at least 21.5" LED monitor
- USB Keyboard and Mouse
- Power Supply: 300W
- OS: Win 11 Home 64bit with MS Office 2019 Home & Student, Licensed
- AVR: 500W, 220V
- Warranty: 2 years parts and labor

3.2. Multi-Function Printer (2 units) – amounting to ₱ 44,100.00

- Scan, Print, Copy, Fax, WIFI-ready
- Inkjet
- Continuous feed, refillable ink
- Four colors, black, cyan, magenta, yellow
- Optical resolution up to 1200 x 2400 dpi
- Paper capacity: 35 sheets of A4 paper
- Maximum copies form standalone: 99 copies
- Paper sizes: Legal, Indian-legal(215x345mm), 8.5x13", Letter, A4, 16K(195x270mm), B5, A5, B6, A6, Hagaki(100x148mm), Envelope: #10, DL, C6
- USB 2.0 compatible

B. Queries from the prospective bidders/ Agreements:

1. Ms. Alvarado of Joneco Tech Corp. asked if it is possible to change the video card into GT 730 instead of GT 1030 since as per her knowledge a branded computer set containing a GT 1030 is already phased out.
2. The TWG member reiterated that the model with those specifications is still in the market.
3. Ms. M. Matel asked if they still have to attach brochures of their offers in the bid documents.
4. As agreed, brochures of the prospective bidders' offer must be attached to the submitted bid documents.

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 1:30 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 2:00 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