



Republic of the Philippines
COMMISSION ON AUDIT
BIDS AND AWARDS COMMITTEE
Region XI
Carlos P. Garcia National Highway, Buhangin, Davao City

MINUTES OF PRE-BID CONFERENCE
For the procurement of CY 2021 ICT Equipment
June 15, 2021, 9:30A.M.
Via Zoom Teleconferencing
COA Regional Office No. XI, Davao City

Attendance

Committee	Name	Designation	Remarks
BAC	Ariel A. Lagmay	Chairperson	Present
	Alicia D. San Juan	Vice-Chairperson	Present
	Gloria A. Cañete	Member	Retired
	Luzvimind C. Ponce	Member	Present
	ATTY. GUILLERMO A. VILLAMIL, JR.	Member	Present
TWG Members	Jocelyn Y. Abad	Head	Present
	Janice R. Escobarte	Member	Present
	Darwin B. Ayuban	Member	Present
	Randy C. Pilapil	Member	Present
BAC Secretariat	Ma. Rolynda B. Manongas	Head	Present
	Aida T. Albarracin	Member	Present
	Alain D. Lumakang	Member	Present
	Rowena B. Ruiz	Member	Present
	LARGIL M. TAOJO	Member	Present
Observer	Leila Bato	COA XI Audit Team Leader	Present
	Arielyn S. Fernandez	COA XI ATM	Present

Opening Prayer: Janice R. Escobarte

Time Started and Quorum:

The pre-bid conference via Zoom teleconferencing was called to order at 9:30 A.M., June 15, 2021, and was presided by Ariel A. Lagmay, BAC Chairperson, where all BAC members were present.

Proceedings:

1. Pre-bid conference

For the procurement of ICT Equipment under PR No. 2021-05-029 dated May 12, 2021 with an ABC of P2,708,500.00, posted at the website of PhilGEPS on June 09, 2021 with reference number 7751315, posted at the bulletin board and COA website on June 7, 2021. The invitation was sent to the COA Audit Team Leader, Baba's Foundation, Inc. and Davao City Chambers of Commerce on June 7, 2021 as the Observers.

There were five (5) company representatives who attended the pre-bid conference. Their presence via Zoom was acknowledged by the BAC Chairperson and they were introduced to the BAC members, TWG, and Secretariat, including the Observers. The following are the companies and their representatives who have attended the conference:

SN	Name of Company	Attendance	Representative
1	Pronet Systems Integrated Network Solution Inc.	Via zoom	Philip Anthony Berja Katherine C. Panggoy
2	PG Micro World Computers	Via Zoom	Catherine May Tumamao Nelia D. Doronilla
3	Accent Micro Technologies, Inc.	via Zoom	Aiza Escala Neil Ruta
4	Gigaworkz Technologies, Inc.	Via Zoom	Richelle Love Baranggan
5	Sweet Tree Inc.	Via Zoom	Melanie Alquizar

The Observers present are from the COA XI Audit Team only.

The BAC Chairperson informed that the sequence of the presentation of the bidding documents shall start from Section I, which is the invitation to bid, up to the last section, which is the forms. The presentation shall be conducted by the TWG Head, Ms. Jocelyn Abad. He encouraged the representatives present to raise their questions and any clarifications while the presentation is ongoing so that it will be discussed and resolved immediately. Furthermore, he informed them that the BAC would like to solicit from the representatives present their cooperation and participation, specifically on the presentation of the technical specifications. Maybe they can suggest a better option to improve the specifications to be presented later. Said improvements would later help the bidders to fit in to the need of the office with regards to the items to be procured. He asked again the prospective bidders' representatives if they have more questions before the presentation will start. The prospective bidders' representative were silent, which the BAC assumed that they have no further questions. The BAC Chairperson informed the prospective bidders' representatives that the pre-bid conference is done via Zoom platform due to the lockdown of the COA XI Regional Office from June 14 to 18, 2021.

The presentation of the bidding documents was forwarded to the TWG by the BAC Chairperson.

The following were presented and discussed with the prospective bidders' representatives present at the zoom platform:

I. Invitation to Bid

The details of the invitation to bid was presented containing the approved ABC, the title of the project, cost of bidding documents per lot, the conduct of pre-bid conference, deadline for the submission of bids, the accompanying bid security, the opening of bids, availability of bidding documents until June 28, 2021, which is the deadline for the submission of bids, the right of COA ROXI to reject the bids, and to refer to the BAC Secretariat Head if ever there are any further information needed.

It was emphasized that the bids submission is through **manual submission only**. The deadline for dropping of bids at the bid box is on June 28, 2021 at twelve (12:00) noon biometric time at the ground floor where the bid box is located. They have to coordinate with Ms. Aida T. Albarracin for the stamping of the date and time before they drop their sealed envelopes in the bid box. **Late bids shall not be accepted.**

The prospective bidders shall be informed through a Supplemental/Bid Bulletin for any changes related to the bidding activities depending on the updates of the health emergencies in Davao City.

II. Instruction to Bidders

Ms. Abad presented/read the content of this section from page 7 to 13. She informed the prospective bidders' representatives that only the salient information in the bidding documents shall be discussed, viz:

- a) #7. Subcontracts. – It is strictly emphasized that subcontracting is not allowed.
- b) # 9. Clarification and amendment of bidding documents - That they may request for further clarification and/or interpretation of any part of the

bidding documents in writing and must be submitted to the Procuring Entity's address indicated in the BDS at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the bidding documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids. Said bulletin shall also be posted at the PhilGEPS and at the website of the Procuring Entity.

- c) #14. Bid Security - The Bidder shall submit a Bid Security Declaration or any form of Bid Security in the amount stated in the BDS, to which they have the option to select their preferred bid security.

III. Bid Data Sheet

Ms. Abad presented/read the content of this section from page 14 to 16. Emphasis was made on the following:

- a) Each ITB clause was read and emphasis was made on the deadline of the submission of the bids, which is on June 28, 2021, closing time at 12:00 noon, and manual submission only.
- b) That the opening shall start at 1:30PM on June 28, 2021. The bidder may attend via Zoom.

The BAC Chairperson further clarifies the following:

- That the bidding is by lot;
- That the bidding documents fee shall be calibrated as to the ABC per lot;
- That, for each lot, there will be a corresponding bidding document fee so that the bidder will only pay the bidding documents fee for the lot he/she wishes to bid on;
- That there will be a supplemental/bid bulletin to be issued when there are changes in the procurement bidding activities and agreed changes as a result of this pre-bid conference or queries in writing;
- That the Single Largest Contract shall be based on the 50% of the ABC of the lot that the bidder bid and the bases of the contract shall be ICT contracts; and
- That the bid security other than the Bid Securing Declaration shall be computed only on the ABC that the bidder is interested to participate in:
 - Example: If the bidder would like to participate in lots 1 and 2 only, then the sum of the ABC of item nos. 1 and 2 shall be computed on the rates applicable depending on what form of bid security the bidder would prefer;
 - Or the bidder may choose the Bid Securing Declaration, which has no amount required.

IV. General Conditions of Contract

Ms. Abad ran through the content of this section from page 17 to 19 and read nos. 3 and 5 to give emphasis on the bidders' submission of performance security and warranty of the products that the winning bidder offered. No clarifications or any queries from the prospective bidders were raised.

V. Special Conditions of Contract

Ms. Abad ran through the content of this section from page 20 to 21. No further instructions indicated here.

VI. Schedule of Requirements

Ms. Abad read the details of requirements for the ICT items to be procured from page 22 to 23. She emphasized that the delivery period is within 60 calendar days upon receipt of the contract or purchase order.

Question from Pronet:

- From Pronet, asked the BAC about the 60 days delivery period, can the winning bidder request for an extension of delivery?
 - ❖ The BAC Chairperson informed the prospective bidder that in the event that the winning bidder cannot deliver the items within the 60 day period, they may write their request and cite the reason for late delivery
 - ❖ The BAC will deliberate and decide whether the request is valid or not. If not, then there will be an imposition of late delivery.
 - ❖ But there are instances that COA gives consideration depending on the reasonableness of the request for time extension.
 - ❖ He further said that for deliveries made beyond the 60 day period, a penalty in the form of liquidated damages of 1/10 of 1% on the amount equivalent to the undelivered items, shall be imposed.

VII. Technical Specifications

Ms. Abad and Randy Pilapil showed the details of the specifications and requested the prospective bidders' representative to read in silence. The BAC Chairperson allowed them more time to read the details of the specifications per item for them to give their comments later. The following are the comments:

- Lot No. 1, Computer Equipment and Accessories
 - ❖ Ms. Catherine of PG Microworld Computer inquired regarding the specification of the laptop memory which requires 16GB. She asked if the model of the laptop is for 8GB memory only, is it acceptable if they will add an additional memory of 8GB to meet the requirement of 16GB?
 - ❖ Mr. Randy Pilapil replied that it is alright to add.
 - ❖ The BAC Chairperson clarified the query of PG Micro that accordingly there is no built-in 16GB memory in the laptop and that they have to add another 8GB to comply with the required specification of 16GB.
 - ❖ Mr. Pilapil replied that there are brands that have a built-in 16GB memory.
 - ❖ Mr. Chairperson inquired from the prospective bidder if there is no effect in the warranty of the laptop.
 - ❖ PG Micro representative replied that there is no effect because they will request to the supplier to add the additional GB.
 - ❖ The BAC Chairperson asked if there is an effect on the price
 - ❖ PG Micro replied that they will look into it as long as it fits the budget of COA for laptop.
 - ❖ AMTI asked if the storage they officer is 1TB, is it acceptable?
 - ❖ Mr. Pilapil replied that it is advantageous on the part of COA if the bidder offers higher than the specifications required.
 - ❖ Mr. Anthony of Pronet inquired about the CPU processor and Graphic Adapter, which points to a brand.
 - ❖ PG Micro also asked if they can also offer Intel.
 - ❖ The BAC will issue a supplemental bid to effect the changes in the technical specifications of the laptop, viz:

FROM	TO
SECTION VII. TECHNICAL SPECIFICATIONS (pages 25 & 26) / STANDARD FORM for TECHNICAL SPECIFICATIONS (pages 40 & 41)	
1.2 Laptop <u>CPU</u> Processor frequency 2 GHz Processor family AMD Ryzen 7 Processor model 4700U Processor cores 8 Processor threads 16 Processor cache 8 MB Processor cache type L3 Processor boost frequency 4.1 GHz	1.2 Laptop <u>CPU</u> Processor frequency 2 GHz Processor model 4700U Processor cores 8 Processor threads 16 Processor cache 8 MB Processor cache type L3 Processor boost frequency 4.1 GHz
<u>GRAPHIC ADAPTER</u> On-board graphics adapter model AMD Radeon Graphics	<u>GRAPHIC ADAPTER</u> On-board graphics adapter model

- Lot No. 2, Scanner – No comments or questions
- Lot No. 3, CCTV Camera and Accessories (units only) – No comments or questions

VIII. Checklist of Technical and Financial Documents

Ms. Abad presented/read the content of this section from page 28 to 30. Emphasis was made on the following:

a) Checklist of Technical and Financial Envelope Requirements for Bidders:

Clarifications from the BAC Chairperson on the Class A documents:

- ❖ The new GPPB guidelines on the submission of the PhilGEPS platinum requirement. For purposes of opening of bids, the bidder may submit the Class A documents, i.e., Registration certificate from DTI/SEC/CDA (whichever is applicable), Mayor's Permit and Tax Clearance in lieu of the Valid PhilGEPS Platinum Registration with attached annexes, if said PhilGEPS Platinum Membership Registration is not yet available. However, if the bidder is determined as the Lowest Calculated Bid, the bidder is required to submit the valid PhilGEPS Platinum Membership Certificate with attached annexes before the conduct of the post-qualification, otherwise the bidder is declared disqualified.
- ❖ It was also emphasized that the documents enumerated in the Annex of PhilGEPS membership that a renewed copy shall be submitted for those that are already expired.

Questions from the prospective bidders' present:

- From prospective bidder's representative- asked if ever they will be declared the lowest bidder, is it alright if they present the original copies of the documents through Skype or Zoom since their head office is at the Quezon City, Manila.
 - ❖ The BAC Chairperson replied that it would depend on the result of the evaluation. It can be determined if what they submitted is original or not.
- b) Technical information/documents - Corporations are required to submit the Secretary's Certificate for their authorized signatory or attorney-in-fact.
- c) All forms shall bear a signature at the bottom part as provided in the forms. All blank spaces shall be filled out. Forms provided should be used and in whatever form produced as long as the content of the form is the same as indicated in the bidding documents;
- d) Financial component of the bid (second envelope) - The details were discussed and emphasized about how these forms must be signed.

Query from PG Micro on the Audited FS:

- ❖ She asked if COA will require the submission of Audited FS stamped received by the BIR on every page. They had an experience wherein that they were disqualified due to their Audited FS not being stamped by BIR on every page. She further explained that not every page of the FS is stamped by the BIR even if they requested it from the BIR.
- ❖ The BAC Chairperson replied that COA will accept the Audited FS as long as there is a BIR stamp on it. It is not necessary that every page of the FS is stamped by the BIR.

Standard forms to be used:

Ms. Jocelyn Abad presented the standard forms and emphasis was made on the following bid forms:

- e) Statement of all ongoing government and private contracts including contracts awarded but not yet started- It was emphasized that the statement may or may not be supported with the government contracts like NOA, contract of agreement, and NTP at the time of submission of envelopes. But if declared as the lowest calculated bid, said requirements shall be submitted in the post qualification within five (5) days from receipt of notice. It was further emphasized that ALL ongoing government and private contracts must be declared, otherwise it may be the ground for disqualification if discovered later not declared. Also, it is enough to attach the contract of agreement only for any private contracts.
 - f) Statement of single largest completed government or private contract, which is similar in nature to the project to be bid and must be at least equivalent to 50% of the ABC- It was emphasized that the form should be supported with contract or PO for both private and government contracts and certificate of completion or certificate of acceptance for government contracts only. It is reminded that the single largest completed contract can only either be private or government. Take note that the item we procure is what we classify as non-expendable item. So in that case, the minimum requirement is 50% of the ABC of the lot that you wish to bid. If your SLCC is less than the ABC, then it is a ground for disqualification. The requirement is only a single contract from either government or private.
 - g) It was also emphasized that the forms are standardized by GPPB, like the Bid-Securing Declaration and the Omnibus Sworn Statement, which must be notarized as required in the form. Forms such as the Authority of Signatory-Secretary's Certificate for corporation and the Bid Form where the price should indicate the total amount in figures and in words are Forms that must be signed by the owner or its authorized representatives. Those forms that require notarization must be notarized.
 - h) The BAC Chairperson emphasized that the **new/latest Omnibus Sworn Statement** must be used by the bidder as presented herewith, otherwise a ground for **disqualification**. The latest form has addendums and changes and was numbered up to 10.
 - i) The bid form shall be filled up and the signature and initials must be the same. Emphasis was made that Conforme must be signed, with full signature and initial.
 - j) Schedule of prices. Amount in words and in figures must reconcile. The total quotation must not exceed the ABC per lot. For every lot, items per lot should also be complete. Even if we have an ABC by lot, we require the quotation of prices per item for record purposes. But the basis of our evaluation is on a per lot quotation, which should not be more than the ABC per lot.
- Questions from Prospective bidder if valid ID is required as attachment to the Authority of Signatory.
 - ❖ The BAC Chairperson replied that ID is not required.
 - Another clarification from PG Micro on the prices per item that even if they bid more than the ABC per item as long as they did not exceed the lot ABC, they are qualified.
 - ❖ The BAC Chairperson repeated his clarification that we require the quotation of prices per item for record purposes and that the basis of the evaluation of prices is by lot. The total bid of the items within the lot should not exceed the ABC of that particular lot.

Since there were no more questions and clarifications, the BAC Chairperson informed the prospective bidders present that COA is strictly on work from home due to the COA Regional Office is on lockdown because of five (5) employees that were confirmed positive with COVID-19. Despite lockdown, the bidding must follow its schedule. Since the submission of bids is manual, the bidder is instructed to drop their bids in the box provided outside COA ROXI office. The opening might be conducted via Zoom, depending on the situation on June 28, 2021. If there is any update on the condition of the Davao City and our Office, the BAC will issue a communication through a supplemental bid bulletin.

With respect to the changes in the specification of the items presented, a supplemental bid shall be issued for that matter.

We would like to emphasize with regards to the packaging of your bid documents, we request that each document is ear tagged and arranged in accordance with the sequences of the checklist for each envelope (envelope 1 and 2) for easy location. In the opening of bids, the BAC will check the completeness of the documents we require. Pass if completely submitted and Fail if there is lacking documents.

A question was raised by PG Micro if they can pay through bank. The BAC Chairperson requested BAC member Ponce if they can do that. Ms. Ponce replied that she will ask the Accountant if it is possible to pay through bank. She also told the prospective bidder to wait for next week when the lockdown is lifted at the COA regional office. Also another prospective bidder ask if they can buy the bidding documents on the day of dropping their bids. The BAC Chairperson replied that they may pay on the last day as long as it is done before the cut-off time of 12:00 noon.

The BAC Chairperson again emphasized that if the prospective bidders have more queries, they may do so by writing a letter at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the bidding documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids. Said bulletin shall also be posted at the PhilGEPS and at the website of the Procuring Entity.

There being no questions and clarifications from the prospective bidders' representative, the conference adjourned at 11:00AM.

Prepared by:


MA. ROLYNDA B. MANONGAS
Head, BAC Secretariat

Approved by:


ARIEL A. LAGMAY
Chairperson