



Republic of the Philippines
Department of Education

PROCUREMENT MANAGEMENT SERVICE
OD ☎ 633.7232 PPMO ☎ 636.6543 CMD ☎ 635.3762



Rm. M-511, 5th Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, Philippines
☎ 636.6542 / 633.9343 / email: depedcentral.bacsecretariat@deped.gov.ph

Bids and Awards Committee II

Minutes of Pre-Bid Conference

Project : **Procurement of Support Services for Existing DepEd Central Network Equipment**
APP Code : **ICTS3-010**
ABC : **PhP 1,800,000.00**
End-User : **ICTS – Technology Infrastructure Division**
Date & Time : **October 31, 2019; 9:00 A.M.**
Venue : **BCD Conference Room, 3rd Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City**

Present

Bids and Awards Committee (BAC) II: Dir. Robert M. Agustin, Vice-Chairperson; and Mr. Cesar S. Abalon and Atty. Cornelio A. Pacala, Provisional Members

Procurement Management Service: Ms. Jessa B. Buela, Administrative Officer II; Ms. Lady Love S. Arenas, Senior Technical Assistant II; Ms. Jay Valerie A. Baladiang and Ms. Marianes M. Parcon, Technical Assistant II; and Mr. Roderin C. Balla, Messenger (BAC Secretariat Division)

End-User Representative(s): Engr. Ofelia Algo (ICTS-TID)

Technical Working Group: Engr. Sean Brucal and Mr. James Doctor (ICTS-TID)

Observer(s): Mr. Denis Bermudez and Mr. Randall Lozano (OUA); and Mr. Leo Bautista (COA)

Prospective Bidder(s): Mr. Mark Orleans and Mr. Chris Claveria (Universal Access & Systems Solution – UAS)

I. CALL TO ORDER

Dir. Robert M. Agustin, BAC II Vice-Chairperson, presided and called the pre-bid conference to order at 10:11 A.M. The BAC Secretariat documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC II Vice-Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC

56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

Secretariat, end-user representative, members of the Technical Working Group (TWG), observers and prospective bidders.

III. HIGHLIGHTS OF DISCUSSION

The BAC II Vice-Chairperson welcomed everyone to the pre-bid conference.

The BAC II Vice-Chairperson gave a brief description of the project at hand. He asked if invitations were sent to observers and if acknowledged. Ms Jay Valerie A. Baladiang responded that invitations were sent to the Commission on Audit (COA) and various civil society organizations (CSOs) thru letters dated October 24, 2019 and receipt of invitations were acknowledged through email.

The BAC II Vice-Chairperson announced that the floor was open to queries, information, proposals or other concerns coming from the prospective bidders or suppliers on the assumption that the prospective bidders have downloaded bidding documents from the PhilGEPS, requested from the BAC Secretariat for copies of the same, or bought copies of the same. The floor was open to all and the BAC Secretariat moderated the discussion.

The BAC Secretariat proceeded with the presentation of the project information and focused on the salient features of the Bidding Documents and opened the floor for queries after each provision as follows:

<i>Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
ITB Clause 20.2, p.57	The bidder asked for clarification on the color-coding scheme of the envelopes for the bid submission	Please refer to pages 57 and 125 of the Bidding Documents. But the color scheme is just a suggestion. The BAC is not really particular with the colors as long as the bidder is compliant with all the required documents and the envelopes are properly sealed and marked.	N
ITB Clause 20.2, p.57	Is the USB (for the soft copy) of the technical and financial component documents be submitted during the bid submission?	Three (3) USB flash drives containing the soft copies of the technical and financial component documents are to be submitted with the sealed envelopes during the bid submission. However, non-submission of	N

80

		electronic copies will not be a ground for disqualification, but the bidder/s are required to submit the same during the post-qualification.	
--	--	--	--

<i>Technical Specifications</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
General Requirements / Specifications, p. 96	For the 24/7 support, do we need to include Service Level Agreement (SLA) for your reference?	Yes.	N
Detailed Technical Specifications, p. 97	Which technical specifications will be used for the submission, page 97 or the one in page 122?	Page 97 of Section VII, must be duly accomplished and is the form to be used for submission during the bid opening. Page 122, which is included in the bidding forms, is a general template and is provided that serves as a guide.	N
Detailed Technical Specifications, p. 97	Should we just put comply on the column that says <i>Statement of Compliance</i> ? How about the last column that says <i>Bidder's Actual Offer</i> ?	For the <i>Statement of Compliance</i> , the bidder must indicate either "Comply" or "Not Comply" For the <i>Bidder's Actual Offer</i> , the bidder must indicate the scope of work that the bidder will perform, the brand and model	N

81

<i>Bidding Forms</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Omnibus Sworn Statement, p. 109-111	What should be indicated as the Procuring Entity in the Omnibus Sworn Statement, Department of Education or Department of Education - Information and Communications Technology Service - Technology Infrastructure Division?	Department of Education - Information and Communications Technology Service - Technology Infrastructure Division	N
Statement Identifying the Single Largest Completed Contract (SLCC), p. 118	In relation to letter D of the last column which states, <i>Contract Performance Certified by the End-User</i> , the term we use in our case is <i>Certificate of Acceptance</i> , is it the same or equivalent to letter D?	This should be reconciled based on the narrative of what constitutes an SLCC as required for this project. The bidder must provide evidence of performance as validated by the End-User. Please refer to the Bidding Documents for guidance.	N

82

<i>Other Matter</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
	As for our Certified Engineers, do we need to submit their Certificate of Employment as that they are truly employed in our company?	Yes.	

83

84

85

86

87

88

89

The BAC II Vice-Chairperson announced that having exhausted most of the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before November 4, 2019 at 12:00 P.M. Furthermore, the BAC II Vice-Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before November 6, 2019.

90

91

92

Having no other matters to discuss on this project, the pre-bid conference was adjourned at 10:54 A.M.

93

Prepared by:

94

95


96

97

98


JAY VALERIE A. BALADIANG
 Technical Assistant II
 BAC Secretariat Division

Reviewed by:


JESSA B. BUELA
 Administrative Officer II
 BAC Secretariat Division

99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126

Minutes of Pre-Bid Conference

Project : **Procurement of Support Services for Existing DepEd Central Network Equipment**
APP Code : **ICTS3-010**
ABC : **PhP 1,800,000.00**
End-User : **ICTS – Technology Infrastructure Division**
Date & Time : **October 31, 2019; 9:00 A.M.**
Venue : **BCD Conference Room, 3rd Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City**

Concurred by:
BIDS AND AWARDS COMMITTEE II


ROBERT M. AGUSTIN
Director IV and Vice-Chairperson


CESAR S. ABALON
Provisional Member


Atty. CORNELIO A. PACALA
Provisional Member