



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
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MINUTES OF MEETING

- Date :** June 19, 2020
- Time :** 2:00 PM (Friday)
- Venue :** BFAR OSC Conference Room, 3rd/F PCA Bldg., Elliptical Road, Diliman, Quezon City and through video-conferencing via “Zoom” application.
- Agenda:** Pre-Bid Conference of:
2020-14 “SUPPLY AND DELIVERY OF BFAR COMPUTER HARDWARE FOR THE OFFICE PRODUCTIVITY PROJECT”.
- Attendance :** **BIDS AND AWARDS COMMITTEE**
1. Atty. Benjamin F. S. Tabios, Jr. – *Chairman*
 2. Atty. Michael S. Andayog – *Vice-Chairman*
 3. Marc Lawrence J. Romero – *Member*
 4. Marylou Cabello – *Member (via Zoom)*
 5. Sandra Victoria V. Arcamo – *Member (via Zoom)*
 6. Nazario C. Briguera – *Member (via Zoom)*
- END-USER/PROVISIONAL MEMBER**
7. John Lemo Lumbre – *FIMC*
 8. Milky Esquilon – *End-user’s representative*
 9. Bryan Alcaraz – *End-user’s representative*
- BAC SECRETARIAT**
10. Rinalyn Dumol
 11. Jeruffabelle A. Bauyon
- TECHNICAL WORKING GROUP (TWG)**
12. Francis Vejerano – *Chairman, TWG*
 13. Augusto Hernandez – *Vice Chairman, TWG*
- OBSERVER/S**
14. Jovelle Ann Varilla – *COA (via Zoom)*
 15. Sabigan Marville – *Property Section*
 16. Dave Cezar P. Dela Cruz – *Property Section*
- PROSPECTIVE BIDDER/S**
17. Jay-ar Victoria – *Trends & Tech Inc.*
 18. Donna Magrare – *S1 Technologies Inc.*
 19. Cheryl Calma – *Advance Solutions Inc. (via Zoom)*
 20. Jay Ralph Barrantes – *HLYC Trading (via Zoom)*

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 2:00 PM with the Chairman presiding. 2. The Chairman presided the conference and acknowledged the presence of the attendees who are physically present and those that are via Zoom Application. 3. Having established the required quorum, the Chairman proceeded with the discussion of the Invitation to Bid (ITB) as posted and the general requirements for the procurement project. 4. After the discussion, the Chairman made sure that the prospective bidders are on the same page. He also hopes that the prospective bidders already read the bidding documents and because it was already posted in the BFAR website, PhilGEPS, and agency's conspicuous places particularly in the bulletin board of the BAC Secretariat's Office.
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Discussion:

BID DOCUMENTS													
INVITATION TO BID	<ol style="list-style-type: none"> 1. The procurement project has an Approved Budget for the Contract (ABC) amounting to FORTY NINE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (Php 49,500,000.00). The schedule and venue of the procurement activities were also discussed: xxx <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">PROCUREMENT ACTIVITY</th> <th style="padding: 5px;">DATE</th> <th style="padding: 5px;">TIME</th> <th style="padding: 5px;">VENUE</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">DEADLINE OF SUBMISSION OF BIDS</td> <td style="padding: 5px;">July 01, 2020 Wednesday</td> <td style="padding: 5px;">1:30 PM</td> <td style="padding: 5px;">BFAR BAC OFFICE 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> <tr> <td style="padding: 5px;">DATE OF OPENING OF BIDS</td> <td style="padding: 5px;">July 01, 2020 Wednesday</td> <td style="padding: 5px;">2:00 PM</td> <td style="padding: 5px;">BFAR Conference Room 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> </tbody> </table> <p>xxx</p> <ol style="list-style-type: none"> 2. The Chairman emphasized that late bids shall not be accepted. 3. The Chairman clarifies to the prospective bidders that the project is consists of one (1) lot. The price offer should not exceed the ABC. 4. The cost of the bidding documents where the prospective bidders wishes to bid on was also explained. It is in the amount of Php 25,000.00. 	PROCUREMENT ACTIVITY	DATE	TIME	VENUE	DEADLINE OF SUBMISSION OF BIDS	July 01, 2020 Wednesday	1:30 PM	BFAR BAC OFFICE 3 rd Flr. PCA Bldg., Diliman, Q.C.	DATE OF OPENING OF BIDS	July 01, 2020 Wednesday	2:00 PM	BFAR Conference Room 3 rd Flr. PCA Bldg., Diliman, Q.C.
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INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS												

<p>BID DATA SHEET</p>	<p>1. The Chairman said that the Single Largest Completed Contract (SLCC) must be equivalent to at least fifty percent (50%) of the ABC and it should have been completed within 5 years prior to the deadline for the submission and receipt of bids. For this purpose, similar contract shall refer to:</p> <p><i>Supply and Delivery of Computer Hardware</i></p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>The Technical Specifications was the first to discuss. The Committee asked the prospective bidders if they have questions on the specifications.</p> <p>A representative from S1 Technologies Inc. asked the specification under High Level Desktop Workstation if HDMI in Rear Ports & Slots may not be part of the requirement. The end-user and the members of the TWG discussed this matter and suddenly agreed to slash out “HDMI” as part of the specifications.</p> <p>And, Trends & Tech Inc. representative also asked if it is possible to change the specification of Front and Rear Ports & Slots this is the USB 3.1 to USB 3.0. Upon discussions made by the end-user and TWG they accepted the request of the prospective bidder to amend this particular specification.</p> <p>Another question was raised by a representative from S1 Technologies Inc. a question about the Power Supply Unit. The prospective bidder asked if it is possible to change the watts from 260W to 250W, because 250W is a normal power supply as per the prospective bidder. Suddenly, the end-user and the members of the TWG agreed to make it 400W because there are other prospective bidders amenable to this requirement.</p> <p>The amendments made under High Level Desktop Workstation will be the same as Mid Level Desktop Workstation.</p> <p>While, on the High Level Laptop, an agreement made by all the parties to change the Battery (Wh) from 57Wh to 50Wh.</p> <p>Other requirement was the next on discussion. Based on the other requirements all parties agreed to include Local Distributor as to issue a certification that the bidder is authorized to sell their products and guaranteeing its delivery to the bidder of the total quantity and product model being offered by the bidder to the end-user.</p> <p>Also, all third party peripherals of product model offered should have undergone testing and verification as to compatibility by the manufacturer is going to be required during delivery.</p>

	And, and a Certificate of Warranty and After Sales Support with the following Terms and Conditions mentioned in the bidding documents is part of the requirement.
BIDDING FORMS	NO QUESTIONS FROM BIDDERS
CHECKLIST OF BID ENVELOPE REQUIREMENTS FOR BIDDERS	NO QUESTIONS FROM BIDDERS
OTHER MATTERS	The Committee reminded the bidders on the dates of deadline of submission of the bidding documents and the bid opening.
ADJOURNMENT	Having no other matters for discussion, the meeting adjourned at 3:00 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted June 19, 2020 .

Prepared by:

Original signed

IERUFFABELLE A. BAUYON

BAC Secretariat

Noted by:

Original signed

MADELEINE E. MANAPAT

Head, BAC Secretariat

Approved by:

Original signed

ATTY. BENJAMIN F.S. TABIOS, JR.

Chairman, BAC