



**UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY**

**Minutes of the Pre-Bidding Conference
held on 25 March 2021 via Zoom**

- Present: Primo G. Garcia – Chair
Ricardo T. Bagarinao – Vice Chair
Michael P. Lagaya – Member
Amalia G. Perez – Member
- Also Present: Elvy A. Pamulaklakin – Head, BAC Secretariat
Dan T. Tayo – Support Staff
Shaine Marie V. Gecalao – Support Staff
Maria Amabelle G. Banasihan - End-user Representative
Ela Giselle Abao - End-user Representative
Eleanor S. Manipol - End-user Representative
Jennifer Belen-Bunao - End-user Representative
Ria Valerie Cabanes - End-user Representative
Benedict L. Reforma – Technical Resource Person
- Absent: Joane V. Serrano – Member
Rowena S. Disini - Resource Person
Libertad E. Briones – COA Representative (Observer)
Ruben J. Pascual – PCCI Representative (Observer)

I. Call to Order

The pre-bidding conference was called to order at 1:45 PM with Dr. Primo G. Garcia, Chair, presiding.

II. Pre-bid Conference for the “Supply and delivery of Laptop and Desktop Computer”

The BAC Chair introduced the members of the BAC, BAC Secretariat and the End-user representatives for the project. He asked the bidders to introduce themselves and the company they represent. Seven (7) prospective bidders attended the pre-bid conference:

1. ESCO Unified Solutions Inc. represented by Jerome Dayrit and Maria Carla Cosio
2. Avolution Inc. represented by Joffrey Fery
3. Terabit Computer Systems Corp. represented by Kristian Martin Santiago and Yeltsin Aquino
4. Learning and Information Technology Solution represented by Malou Vergara
5. American Technologies, Inc. represented by Ranch Valiente
6. Rand Computer Center represented Jose Rene Ticsay
7. Lightnet Connect Systems Corp. represented by Mary Ann Villanueva

The bidders were briefed regarding the technical requirements and financial documents for submission. The following queries were raised by the bidders and clarified by the BAC, TWG and End-user representatives:

Query #1: For item no.1, can we offer a non-branded Desktop Computer?

Response: Yes, as long as it complies with the given specifications.

58 **Query #2.0: On item nos. 2 and 3, can we adjust the display size from 13.3-inch to 14-inch**
59 **display? Upon our checking, a laptop with 13.3-inch display is already considered “end-of-**
60 **life”. And as of the moment, the 13.3-inch laptop doesn’t have a webcam included and it’s not**
61 **a backlit keyboard.**

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63 **Response:** We will adjust the screen size to be between 13.3-inch to 14-inch display and we will
64 issue a bid bulletin for that.

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66 **Follow-up Query #2.1: Item Nos. 2 and 3 have the same specifications but with different**
67 **amounts, what budget should we follow?**

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69 **Response:** The budget should remain as specified but you have to offer the same price for item nos.
70 2 and 3.

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72 **Query #3: For item no. 4, upon checking with the specifications, this item is at its end of life**
73 **already.**

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75 **Response:** This will be referred back to the end-user and the TWG and we will issue a bid bulletin if
76 needed.

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78 **Query #4.0: For item no. 6, your preferred memory is 32GB. And for this item, if you require**
79 **32GB of memory, the item will be on a “create to order basis” and the delivery period will be**
80 **60 to 90 days.**

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82 **Response:** The delivery period can be extended to a maximum of 60 days.

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84 **Follow-up Query #4.1: Aside from the delivery period of a “create to order basis” of 60 to 90**
85 **days for the 32GB memory, the budget is also a concern.**

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87 **Response:** Is this a concern from the other bidders as well?

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89 **Follow-up comment:** Actually, the budget is lower so if we can suggest adjusting the budget to
90 P480,000.00 for the 2 units Laptop.

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92 **Response:** We’ll give this feedback to the end user.

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94 **Query #5: Another concern for item no. 6, it is indicated in the specifications that you require**
95 **additional accessories for keyboard and mouse. Is this for an external keyboard? I think the**
96 **budget is also a concern so if we can suggest adjusting again to the amount of P480,000.00**
97 **request from the other bidder.**

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99 **Response:** The budget includes the external keyboard and mouse.

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101 **Query #6: Will you award this project per item? And will the changes in the specifications be**
102 **included in the supplemental bid bulletin?**

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104 **Response:** Yes, this will be awarded per item. And all changes will be included in the supplemental
105 bid bulletin.

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107 **Query #7: Is a Platinum Membership in PhilGEPS required?**

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109 **Response:** Yes, that’s the requirement.

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111 **Follow-up Query: Even if the amount is not 1 million in total?**

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113 **Response:** Yes, PhilGEPS Platinum is still required.

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Other reminders:

- For online submission of bids, follow the steps in filling-out the online forms and in attaching the document, the password should be provided only during the opening of the bids.
- Joint Venture Agreement – if not applicable, a document/certification/letter must be submitted and signed by the authorized signatory.
- For Technical Requirements – bidders may choose to submit from any of the following: i) a duly notarized bid security declaration; or ii) a cash, cashier’s/manager’s check amounting to PhP 21,247.84; or iii) a surety bond amounting to PhP 53,119.60.
- A supplemental bid bulletin will be provided and must be signed and will be part of the technical documents to be submitted.
- A Secretary Certificate must be submitted and if the representative of the company will not be able to perform his/her duties as stated in the Secretary Certificate; the company must submit a Special Power of Attorney alongside the Secretary Certificate.
- BAC reminded the bidders to complete all the requirements to avoid failure of bidding, and make sure that the photocopies are signed and stamped as certified true copy.
- If there are documentary requirements that do not apply to their company, they need to put a statement that it is “Not Applicable” and sign the document.
- Abide by the required marking and sealing of envelopes.
- If the bidders still have questions, they can email to bac@upou.edu.ph five (5) calendar days after the pre-bid conference (29 March 2021) and the response will be sent to all prospective bidders via email.
- Deadline for the submission of Bids is on or before 06 April 2021, 12 NN.
- The Opening of the Technical and Financial Proposals is on 06 April 2021.

VII. Adjournment

The meeting was adjourned at 2:28 PM.

Prepared by:


DAN T. TAYO
Support Staff

Attested by:


ELVY A. PAMULAKLAKIN
Head, BAC Secrétariat

Noted by:


PRIMO G. GARCIA
Chair, BAC