

Republic of the Philippines
Technical Education and Skills Development Authority
TESDA Complex, South Luzon Expressway, Taguig City
Telefax 893-8296
<http://www.tesda.gov.ph>

**MINUTES OF THE PRE-BID CONFERENCE FOR THE SUPPLY, DELIVERY,
CONFIGURATION AND SETUP OF VARIOUS MULTIMEDIA EQUIPMENT FOR THE
TESDA CENTRAL OFFICE**

Project : **Supply, Delivery, Configuration and Setup of various
Multimedia Equipment for the TESDA Central Office**

Approved Budget for
the Contract (ABC) : **Php 1,953,224.67**

Date & Time : 29 November 2018, 1:00 p.m.

Venue : CSA Conference Room, 2nd Floor, TESDA Administration
Building, Taguig City

Present were:

Bids and Awards Committee (BAC):

Dir. Eric O. Ueda	-	Vice Chairperson
Ms. Wilma F. Roque	-	Member
Mr. Leonardo E. Pinlac	-	Member

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	-	Head
Ms. Arcadia Creselda P. Balinas	-	Member
Mr. Joseph Allen L. Simon	-	Member
Ms. Jela Mae A. Arcano	-	Member

Technical Work Group (TWG):

Ms. Lourdes F. Castante
Mr. Manuel Louis T. Pili
Mr. Oscar C. Ruma, Jr.
Mr. Christopher DC. Aquilo
Mr. Aries Glenn L. Montesines
Mr. Federico B. Balinas, Jr.
Mr. Mario Crissanto G. Almarinez
Mr. Jerwin M. Rodriguez

Observers:

Jessibeth A. de Vera - COA Representative

Prospective Bidders

1. The Brain Computer Corporation represented by Ms. Elizabeth P. David
2. Microbase, Inc. represented by Ms. Lorna Galula

I. CALL TO ORDER

Dir. Eric O. Ueda, BAC Vice-Chairperson, presided and called the pre-bid conference to order at 1:10 p.m.

II. CERTIFICATION OF QUORUM

The BAC Vice Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the two (2) other members of the BAC, Ms. Wilma F. Roque and Mr. Leonardo E. Pinlac.

III. HIGHLIGHTS OF DISCUSSION

The BAC Vice Chairperson mentioned that the purpose of the meeting was to clarify and address every prospective bidder's questions should they have them, regarding the whole tender process as contained in the bidding documents. He asked if invitations were sent to observers and were acknowledged.

Ms. Maria Gracia Dela Rama, Head of the BAC Secretariat, responded by presenting the invitations sent to observers, including the Commission on Audit (COA) through letters dated 20 November 2018 and the receipts of invitations were duly acknowledged by the concerned offices. Only representatives from COA attended the pre-bid conference. She also reported that no bidder purchased Bidding Documents to date.

The BAC Vice Chairperson stated that the Invitation to Bid (ITB) for the Supply, Delivery, Configuration and Setup of Various Multimedia Equipment for the TESDA Central Office with an Approved Budget for the Contract (ABC) amounting to Php1,953,224.67 was posted in the PhilGEPS website, TESDA website and in the conspicuous place of TESDA Complex last 22 November 2018. He said that advertisement in a newspaper of the ITB is no longer required as stated in the 2016 Revised Implementing Rules and Regulations of RA 9184 otherwise known as Government Procurement Reform Act (GPRA).

The BAC Vice-Chairperson requested the Head of BAC Secretariat and the TWG to present the relevant points of the Bidding Documents.

Ms. Dela Rama proceeded with presenting the general requirements for government procurement. She stated that the purpose of the Pre-bid Conference is to clarify and address bidder's questions to the different aspects of the procurement at hand, and

for the bidders to fully understand the requirements of the procurement project. She emphasized that any statement issued shall not modify the terms, unless in writing and issued through a Supplemental/Bid Bulletin.

Included in the presentation are as follows:

- Who may participate in the bidding?
- Bidder's Eligibility
- Legal Eligibility Documents
- Technical Eligibility Documents
- Financial Eligibility Documents

It was emphasized that the Bid Security shall be in the form of Bid Securing Declaration or any of the following forms:

Lot No.	Item/ Description	Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee Or Irrevocable Letter Of Credit (2% of ABC)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of ABC)
	Supply, Delivery, Configuration and Setup of various Multimedia Equipment for the TESDA Central Office		
1	Audiovisual Equipment	Php28,980.57	Php72,451.43
2	Photographic Equipment	Php10,083.92	Php25,209.80

The bid security in the form of cashier's/manager's check shall be payable to TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.

Common reasons for disqualification during bid opening were also discussed by the Head of the BAC Secretariat as follows:

- Incomplete Submission
- Non-Compliance with Notarial Rules – Under the latest Rules on Notarial Practice, competent Evidence of Identity shall be based on any ID issued by an official agency bearing the photograph and signature of the individual.
- Non-Submission of Additional Documents/ Requirements by LCB

- Number of bid copies
- Failure to sign relevant documents
- Surety Bond/Bank Guarantee does not include SOME/ALL "Conditions for Bid Security Forfeiture"

Suggested marking and packaging were also discussed.

Likewise, documents to be submitted by the bidder with the Lowest Calculated Bid were also discussed by the Head of the BAC Secretariat. She said that upon receipt of Notice of Lowest Calculated Bid, the bidder shall submit within five (5) calendar days the needed documents for Post-Qualification. Failure to submit any post-qualification requirements on time shall disqualify the bidder for award.

She also reminded that all documents when deemed necessary shall be signed by the authorized representative.

On the other hand, the TWG presented Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents for the Supply, Delivery, Configuration and Setup of various Multimedia Equipment for the TESDA Central Office.

Queries and Clarifications

Clarifications were sought from prospective bidders with the succeeding responses from the BAC and TWG.

The Brain Computer Corporation asked if it is necessary for them to submit the Layout Design. *TWG responded no need as they only require setup of equipment.*

Microbase Inc. clarified on the item Optical Audio Out, if it is acceptable if only Audio Out for Smart TV connectivity. *The TWG replied no, as the requirement is Optical Audio Out.*

Microbase Inc. further asked if the Smart TVs are wall mounted. *TWG responded no, they require TV stand as peripherals.*

The Brain Computer Corporation noticed the required number of days of delivery of goods in the Invitation to Bid is "within ninety (90) calendar days from the receipt of the winning bidder of the Notice to Proceed" is inconsistent with Section VI. Schedule of Delivery which is "within forty-five (45) calendar days from the receipt of the winning bidder of the Notice to Proceed." The BAC and TWG stand corrected for the typographical error and said that a necessary bid bulletin shall be issued.

The Head of BAC Secretariat reminded the bidders that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.

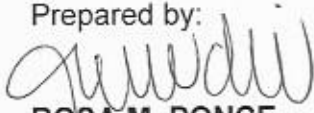
The prospective bidders were reminded that the closing date for the submission of bids is 11 December 2018 at 1:00 p.m. PST as indicated in the bidding documents.

The opening would be on the same day at 1:15 p.m. at CSA Conference Room, 2nd Floor, TESDA Administration Building, Taguig City.

IV. ADJOURNMENT

Having no other matters to discuss, the pre-bid conference was adjourned at 1:55 p.m.

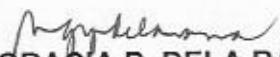
Prepared by:


ROSA M. PONCE
Minutes Officer

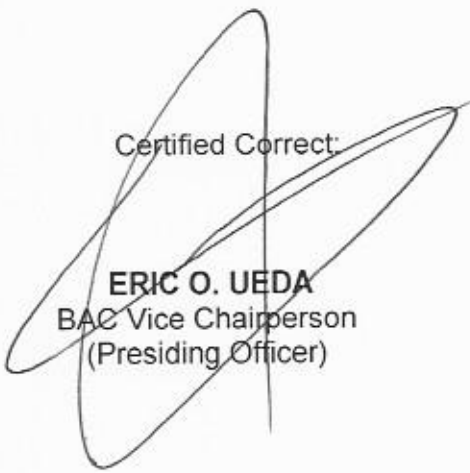
Reviewed by:


ARCADIA CRESELDA P. BALINAS
Member, BAC Secretariat

Noted by:


MARIA GRACIA P. DELA RAMA
Head, BAC Secretariat

Certified Correct:


ERIC O. UEDA
BAC Vice Chairperson
(Presiding Officer)