



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING FOR  
THE SUPPLY AND DELIVERY OF VARIOUS INFORMATION TECHNOLOGY (IT)  
EQUIPMENT AND PERIPHERALS FOR THE OFFICE OF THE OMBUDSMAN  
(PB 2018-25)**

**APPROVED BUDGET FOR THE CONTRACT: ONE MILLION TWO HUNDRED  
THIRTY NINE THOUSAND FIVE HUNDRED PESOS (PHP1,239,500.00)  
October 18, 2018, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:30 p.m. with a prayer led by Ms. Joan DC. Escalada, Member, BAC Secretariat, followed by the introduction of the following parties in attendance, to wit:

**The Bids and Awards Committee:**

AO MARIBETH T. PADIOS	- Chairperson
DIR. ADORIE T. CORNITO	- Vice-Chairperson
DIR. MARY RAWNSLE V. LOPEZ	-Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	-Member

**The Technical Working Group:**

MR. DAVE ROLAND P. LIWANAG	- Member
MR. CHRISTOPHER JOHN R. LASAM	- Member

**BAC Secretariat:**

MS. JOSEPHINE S. VARGAS	- Head
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	-Member

**Witness:**

ATTY. EMILYN CRISTINA M. CASTILLO	-OMB-Proper
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**Observer:**

MS. CANDY BRIGADE CRIZALDO	-COA
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Ms. Escalada announced that there were three (3) prospective bidders namely, 1) Infobahn Communications, Inc., represented by Ms. Cheryl Ygot; 2) Quartz Business Products Corp., represented by Mr. Raymund Quintong; and 3) Advance Solutions Inc., represented by Ms. Regine Armenta.

In compliance with R.A. No. 9184, the following activities were reported by Ms. Josephine S. Vargas, Head of the BAC Secretariat:

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on October 03, 2018;
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
  - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO);
  - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper);
  - c. Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry);

- d. Ms. Zenaida P. Alcantara (President, Philippine Institute of CPAs);
- e. Ms. Marilyn R. Laurente (State Auditor IV, Audit Team Leader, COA); and
- f. Mr. Gerhard G. Basco (President, OMBEA)

With the presence of the Chairperson and four (4) Members of the Bids and Awards Committee and the two (2) Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the floor to the Technical Working Group for the discussion of the eligibility, technical and financial components, and post-qualification documents.

The TWG Member, Mr. Dave Roland P. Liwanag, discussed the invitation to bid, the eligibility requirements, Bid Security and post-qualification documents to be submitted by the bidder having the Lowest Calculated Bid. Mr. Christopher John R. Lasam, Member, TWG, discussed the technical specifications.

Afterwards, the BAC Chairperson opened the floor to answer the following queries of the participants.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
Eligibility Requirements (Envelope no. 1)	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong ): <i>on the eligibility requirements particularly on the Statement of Single Largest Completed Contract (SLCC): If the bid is for Lot 1, Lot 2 and Lot 3 but SLCC is for Printers only which is more than the ABC for this project, is it okay to submit that SLCC for Printers?</i>	Answer: It is accepted, under RA9184 for SLCC - the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project.
Ombudsman Technical Specifications under Section VII	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong ): <i>for Lot 2 - 5 units- Business Laptop (Basic): particularly on Accessories and other features, what does TPM 2.0 or latest mean? And is Optical scroll mouse needed to be of the same brand as the laptop being offered? And what anti-virus does the OMB use?</i>	The TWG answered: TPM 2.0 is the security features of vios. As for the Optical scroll mouse it is needed to be of the same brand as the laptop. The Anti-virus that the Office of the Ombudsman uses is Symantec End-point protection (latest version).
Ombudsman Technical Specifications under Section VII	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): <i>on technical specifications for Lot 3 – Various Printers: particularly on other requirements, item #5 - The supplier must have been in IT business for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered, is there a need to submit a certification?</i>	The BAC answered: No, at the time of the opening of bids and preparation of envelopes, all that is needed to is tick all the comply boxes that must be readily complied with.

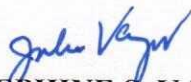
**Minutes of Pre-Bid Conference**  
 Re: Public Bidding for the Supply and Delivery of Various  
 Information Technology (IT) Equipment and Peripherals  
 for the Office of the Ombudsman (PB 2018-25)

Ombudsman Technical Specifications under Section VII	INFOBAHN COMMUNICATIONS, INC. (Ms. Cheryl Ygot): <i>for Lot 3 – Various Printers (c) 3 units -mono multifunction printer with handset, is it okay if what is being offered is a multifunction printer without handset?</i>	The TWG answered: From the previous procurement supplier, <del>the</del> office accepts an external handset, for as long as the supplier will provide for said handset.
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There being no other queries, the BAC Chairperson reminded the bidders to use the sample forms attached to the Bidding Documents, to put tabs on the documents to be submitted and to have them certified by the company's authorized representative. The bid must be submitted on time to avoid disqualification. Should there be any clarification, the bidders should not contact any of the BAC and TWG Members after the Pre-Bid Conference. Any communication should be coursed through the BAC Secretariat and request for clarification should be in writing.

The Pre-Bid Conference for the Public Bidding for the Supply and Delivery of Various Information Technology (IT) Equipment and Peripherals for the Office of the Ombudsman (PB 2018-25) was adjourned at 2:20 P.M.

Prepared and attested by:

  
**JOSEPHINE S. VARGAS**  
 Head, BAC Secretariat


**BIDS AND AWARDS COMMITTEE**

  
**JANET CABIGAS-VEJERANO**  
 Member

  
**LORENZO G. VERGARA**  
 Member

**MARY RAWNSLE V. LOPEZ**  
 Member

  
**ADORIE T. CORNITO**  
 Vice-Chairperson

  
**MARIBETH T. PADIOS**  
 Chairperson