



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 EQUIPMENT AND PERIPHERALS FOR THE
OFFICE OF THE OMBUDSMAN
(PB 2018-28)**

**APPROVED BUDGET FOR THE CONTRACT:
FOUR MILLION FOUR HUNDRED FIFTY FIVE THOUSAND PESOS
(PHP 4,455,000.00)**

December 04, 2018, Hearing Room, 1:30 P.M.

The Pre-Bid Conference started at 1:40 p.m. with an invocation by Ms. Joan DC. Escalada, Member, BAC Secretariat, followed by an introduction of the following parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

AO MARIBETH T. PADIOS
DIR. ADORIE T. CORNITO
ATTY. JANET CABIGAS-VEJERANO

- Chairperson
- Vice-Chairperson
- Member

The Technical Working Group:

ATTY. SYLVIA A. SEVERO-PARAISO
MR. ADRIAN D. SANTOS
MR. DAVE ROLAND P. LIWANAG
MR. CHRISTOPHER JOHN R. LASAM

- Chairperson
- Vice-Chairperson
- Member
- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS
MS. MARJORIE HAZEL R. COFINO
MR. ROMMEL T. NAKANOMI
MS. JOAN DC. ESCALADA
MS. RONALYN S. CALAYO

- Head
- Member
- Member
- Member
- Member

Witness:

ATTY. EMILYN CRISTINA M. CASTILLO

- OMB Proper

Observer:

MS. CANDY BRIGADE CRIZALDO

-COA

Ms. Cofino announced that there were two (2) prospective bidders namely: 1) XITRIX COMPUTER CORPORATION represented by Ms. Sherryl De Guzman, and 2) ACCEL PRIME TECHNOLOGIES, INC. represented by Mr. Jeremy Casignia. (*Late bidder: ADVANCE SOLUTIONS, INC. represented by Ms. Lerma Domingo.*)

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 26 November 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, Philippine Chamber of Commerce Industry)
- d. Ms. Zenaida P. Alcantara (National President, Philippine Institute of Certified Public Accountants)
- e. Ms. Marilyn R. Laurente (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Gerhard G. Basco (OMBEA Representative).

3) Supplemental / Bid Bulletin No. 1 was issued on 27 November 2018, for the Amendments to the Bidding Documents.

With the presence of the Chairperson and three (3) Members of the Bids and Awards Committee and the Chairperson and three (3) 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 component, financial component and post-qualification documents.

The TWG Chairperson, Atty. Sylvia A. Severo-Paraiso, discussed the Invitation to Bid and eligibility requirements and also the requirements for post-qualification to be submitted by the bidder having the Lowest Calculated Bid.

Following this, AO Maribeth T. Padios, opened the floor to answer queries from the participants and encouraged them to ask questions. She reminded them that any further question after the Pre-Bid Conference will have to be in writing and addressed to the BAC Secretariat.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
ELIGIBILITY AND TECHNICAL COMPONENTS	XITRIX CORPORATION (Ms. Sherryl de Guzman): On the warranty period for the peripherals (mouse and keyboard), is it really at least 3 years? The usual warranty period for peripherals is only 6 months.	TWG (Mr. Christopher John Lasam): Yes, the warranty period for peripherals is 3 years.
	XITRIX CORPORATION (Ms. de Guzman): The technical specifications state that the antivirus must be “compatible with the existing anti-virus.” What is the existing antivirus?	TWG (Mr. Lasam): The existing antivirus is Symantec Endpoint Protection.
	XITRIX CORPORATION (Ms. de Guzman): Is the requirement for ISO Certification for UPS really for 10 years?	TWG (Mr. Lasam): Yes, requirement is for at least 10 years.

ELIGIBILITY AND TECHNICAL COMPONENTS	XITRIX CORPORATION (Ms. de Guzman): Are locally-manufactured brands (but has been in the business for 10 years) acceptable?	TWG (Mr. Lasam): Yes.
	ACCEL PRIME TECHNOLOGIES, INC. (Mr. Jeremy Casignia): For the Audio, can we offer an internal speaker which is integrated with the monitor?	TWG (Mr. Lasam): Yes.
	XITRIX CORPORATION (Ms. de Guzman): Under Software/Licenses, what do you mean by "Perpetual-licensed...?" Is OEM acceptable?	TWG (Mr. Dave Roland Liwanag): Lifetime license means that there will be no subscription and no renewal. OEM is okay.
	XITRIX CORPORATION (Ms. de Guzman): For the requirement " <i>Customization of the start-up logo during boot-up to display the official logo of the office located at the middle occupying at least 30% of the screen.</i> " will you provide the winning bidder the logo?	TWG (Mr. Lasam): Yes.

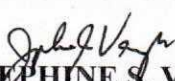
After the open forum, Atty. Severo proceeded to explain the contents of Ombudsman Bid Form No. 2A and 2B (Financial Proposal).

She also emphasized that for the Technical Proposal of **Lot 1 (Business Desktop Computer with Uninterruptible Power Supply)**, bidders should use the **Amended Ombudsman Bid Form No. 1A** as attached in Supplemental/Bid Bulletin No. 1 issued on 27 November 2018. For the rest of the bid forms (Ombudsman Bid Form No. 1B, Ombudsman Bid Form No. 2A, and Ombudsman Bid Form No. 2B) the bidders were reminded to use the forms in the Bidding Documents.

The BAC Secretariat then showed a short video on how the bidders should prepare their bids for submission.

There being no more queries, 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 2018-28) was adjourned at 2:17 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