



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1105

**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 2019-11)**

**APPROVED BUDGET FOR THE CONTRACT:
NINETEEN MILLION SEVEN HUNDRED FIFTY-FIVE THOUSAND THREE
HUNDRED PESOS
(PHP19,755,300.00)**

07 June 2019, Hearing Room, 10:00 A.M.

The Pre-Bid Conference started at 10:51 a.m. with an invocation and an introduction of the following parties in attendance by Ms. Joan DC. Escalada, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

DIR. ADORIE T. CORNITO	- Vice-Chairperson
DIR. NELLIE P. BOGUEN-GOLEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JULIEVER ROQUE LAMUG	- Member

The Technical Working Group:

MR. ADRIAN D. SANTOS	- Vice-Chairperson
MR. DAVE ROLAND P. LIWANAG	- Member
MR. CHRISTOPHER JOHN R. LASAM	- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MR. ROMMEL T. NAKANOMI	- Member
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	- Member

Ms. Escalada likewise announced the presence of five (5) prospective bidders, to wit:
1) ADVANCE SOLUTIONS INC. represented by Ms. Lerma M. Domingo;
2) MICROGENESIS BUSINESS SYSTEMS represented by Ms. Norjana Abdullah and Ms. Jenny Bandavia; 3) ACCEL PRIME TECH. INC. represented by Mr. Rick Sy and John Noora Kebos; 4) AG DATACOM represented by Ms. Erica V. Dailo, Mr. Joydio Cadayday and Ms. Analyn Capote; and 5) QUARTZ BUSINESS PRODUCTS CORP. represented by Mr. Raymund Quintong.

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

- 1) The Invitation to Bid was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 31 May 2019.
- 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. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
- e. Mr. Joey I. Bernandino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Gerhard G. Basco (President, OMBEA)

With the presence of the Vice-Chairperson and three (3) Members of the Bids and Awards Committee and the three (3) Members of the Technical Working Group (TWG) with the Vice-Chairperson in attendance, a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by Dir. Adorie T. Cornito, BAC Vice-Chairperson. She then turned over the discussion to the TWG.

Mr. Adrian D. Santos, TWG Vice-Chairperson, proceeded with the presentation of the Invitation to Bid Eligibility requirements and Post-Qualification documents. Dir. Adorie T. Cornito, BAC Vice-Chairperson asked the prospective bidders if they had questions on the presentation.

Mr. Dave Roland P. Liwanag TWG Member presented the technical specifications (Ombudsman Bid Form nos. 1A, 1B, 1C & 1D) and financial proposals (Ombudsman Bid Form nos. 2A, 2B, 2C & 2D).

Atty. Lorenzo G. Vergara BAC Member also reminded the prospective bidders to submit the schedule of prices attached on their financial proposals, failure to submit the said documents shall be ground for the rejection of their bid.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
ELIGIBILITY REQUIREMENTS	MICROGENESIS BUSINESS SYSTEMS (Ms. Norjana Abdullah): asked if they will be joining and bid for 2 or more lots do they need to prepare separately the eligibility documents or they will only prepare 1 eligibility documents and 1 financial documents.	BAC: The bidder should prepare a one (1) set of eligibility documents (original and copy 1) and one (1) set of financial proposal (original and copy 1), however on the submission of your technical proposals you need to fill up the ombudsman bid form per lot. For example if the bidder will be joining in lot 1 and 2 the bidder should fill up the ombudsman bid form nos. 1A and 1B, same as the financial proposals (ombudsman bid form nos. 2A, 2B, 2C & 2D).

ELIGIBILITY REQUIREMENTS	<p>ADVANCE SOLUTIONS INC. (Ms. Lerma M. Domingo): Clarification on the Statement of all on-going government and private contracts do they need to include/attach the Notice of Award, Contract and NTP or is it just a statement, stating all on-going government and private contract.</p>	<p>BAC: Yes, the bidder should submit/attach the Notice of Award, Contract and NTP/PO as a supporting document of the bidder's statement of all on-going government and private contracts.</p>
	<p>QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): Clarification on the bidder's Single Largest Completed Contract (SLCC) if they will be bidding for lot 1 - desktop computer and lot 3 – various printers, the SLCC that they are going to submit is their highest completed contract or do they need to total all their completed contracts per lot, and If they can submit for the SLCC for lot 1, is their contract for mobile device (ex.: smart phones/tablets).</p>	<p>BAC: If the bidder is going to be bid on a particular lot, the bidder should submit an equivalent to at least 50% of the ABC of the lot that the bidder will be joining.</p> <p>TWG: as for the query of Quartz if they can submit for SLCC is their contract for mobile device ex.: smart phones/tablets), The TWG said that the mobile device is not so related with the desktop computer to be procure, the desktop computer is composed of many components rather than mobile device.</p>
	<p>ADVANCE SOLUTIONS INC. (Ms. Lerma M. Domingo): clarification on SLCC if they will be joining for all lots 1, 2, 3 & 4, if we have a one (1) single largest contract that has a component of all the desktop computer, printers and scanners and it specified on their contract/PO the amount per item, is it okay if they submit this for their SLCC.</p>	<p>BAC: Yes as long as it will comply with the equivalent to at least 50% of the ABC.</p>
TECHNICAL PROPOSAL FOR LOT 1	<p>ACCEL PRIME TECH. INC. (Mr. Rick Sy): 1st question st 21.5" Widescreen LED display monitor with dual video input (<u>Display Port</u> and legacy VGA / DVI), could it be possible to be Display Port/or HDMI Port.</p> <p>2nd question on the <i>Audio: Integrated internal speaker</i> with 3.5mm port (audio out) and the OMB requirement for <i>Chassis/Casing</i>: volume not exceeding 1.2 liters, is it possible that the integrated speaker is on the monitor, because it may not fit on the CPU.</p>	<p>TWG answer:</p> <p>1st question: There is a reason for administrator considering that the HDMI is a common supply. The TWG wants it to be specific for computers.</p> <p>2nd question: it is okay as long as it is integrated within the system and not external.</p> <p>3rd question: Yes, as stated that each units should have a license operating systems (default) & Office Suite and LibreOffice should also be installed.</p>

TECHNICAL PROPOSAL FOR LOT 1	<p>3rd question : They noticed that is also required to have an installed Microsoft office and LibreOffice on desktop computers and upon reading the other requirements particularly: <u>Installation of latest and stable release of LibreOffice</u> for Windows in the default system partition, so we need to install the two (2).</p>	
	<p>MICROGENESIS BUSINESS SYSTEMS (Ms. Norjana Abdullah): For Clarification on <i>Chassis/Casing</i>: volume not exceeding 1.2 liters. With mounting bracket / stand and accessories for installation at the back of the monitor. <u>With cable cover to organize all cable connections</u> is it only like an organizer for cable or is it really like a bundled cover that is a metal on the CPU.</p>	<p>TWG: as stated with cable cover to organize all cable connections, so this integrated CPU considering the out cable is connected to the CPU and to organize cable connections with cover.</p>
	<p>AG DATACOM (Ms. Analyn Capote): said that since the requirement for chassis is a micro PC 1.2 liters, she said that there is an optical drive so it will not be fit to the micro PC. Can we suggest for the external optical drive. <i>Clarification: Expansion slots:</i> at least one (1) slot - M.2 for storage; at least one (1) slot - <u>M.2 for wireless</u> M.2 (2230/2280), there is a requirement is M.2 wireless do we have to bundle the wifi or the wireless line. <i>Question: other requirements:</i> retention or custody of the defective media/ hard disk drive by procuring office in case of replacement under warranty at no additional cost, since the retention for the hard disk drive is required can they suggest to change on the <i>Storage: At least <u>1 TB SATA HDD</u> at 7200rpm</i> to be 1TB SATA SSD and if they are open of SSD because the 1TB SATA</p>	<p>TWG: actually it is not stated if built in or external, for as long as it is optical drive.</p> <p>Answer for clarification: There is no requirement as to the technical specifications for wireless connection and we already have for the wireless connection.</p> <p>Answer for other requirements: as on the technical specifications if the hard disk malfunctioned under warranty the malfunctioned had disk/storage device will retain on the OMB and it is okay to offer the 1 TB SATA SSD as long as it is higher than the specified technical specification.</p>

	and the 500 GB SSD drive has the same price and for the hard drive to be sturdy.	
	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): clarification on the <i>Memory</i> : <u>At least 8 GB DDR4</u> or latest, is it 1 module or two (2) 4 GB.	TWG: either 1 module or two (2) 4 GB they will allow.
TECHNICAL PROPOSAL FOR LOT 1	AG DATACOM (Ms. Analyn Capote): on the <i>Display</i> : At least 21.5" Widescreen LED display monitor with dual video input (<u>Display Port and legacy VGA / DVI</u>), suggested to change the display port and legacy to manufactures standard.	TWG: The TWG is strictly requiring the display port and legacy port.
	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): for the <i>Manufacturer's Certification</i> : ISO 9001 compliant for at least 10 years, the certification is the previous or the latest.	TWG: They are requiring a 10 years for the certification so the previous and the latest certification is included.
TECHNICAL PROPOSAL FOR LOT 3 (b)	QUARTZ BUSINESS PRODUCTS CORP. (Mr. Raymund Quintong): particularly on the <i>Memory</i> : 256 MB NAND Flash, 128 MB DRAM or higher. What are we going to follow the 256 MB NAND Flash or the 128 MB DRAM, because the 256 MB storage schuler is a single function this is not applicable on the NAND Flash it is only a memory.	BAC: The TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.
TECHNICAL PROPOSAL FOR LOT 3 AND LOT 4	ACCEL PRIME TECH. INC. (Mr. Rick Sy): for the both lot 3 and lot 4 particularly on <i>Compatible operating systems</i> : For 32 and 64 bit: Microsoft® <u>Windows® XP, XP Professional</u> , Vista, Windows 7, Windows 8/8.1, Windows 10, requesting for deletion of Windows® XP, XP Professional.	BAC: The TWG will take note of the observation and will issue a Supplemental Bid Bulletin, if necessary.

Atty. Vergara reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat.

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

There being no more further 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 2019-11) was adjourned at 11:45 a.m.

Prepared and attested by:


JOSEPHINE S. VARGAS
Head, BAC Secretariat


BIDS AND AWARDS COMMITTEE


JULIEVER ROQUE LAMUG
ASPO II, OSP
Member

JANET C. CABIGAS-VEJERANO
GIPO III, PIAB-E, PAMO II
Member

LORENZO G. VERGARA
GIPO III, OLA
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MARY RAWNSLE V. LOPEZ
Acting Director, PIMRB
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NELLIE P. BOGUEZ-COLEZ
Director, PIAB-D, PAMO II
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