



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

**MINUTES OF THE PRE-BID CONFERENCE FOR THE SMALL VALUE
PROCUREMENT OF ONE (1) LOT KOHA INTEGRATED LIBRARY SYSTEM
IMPLEMENTATION, AUTOMATION AND SUPPORT /
RFID/SECURITY SYSTEM
(QN 2018-0184-AUG)**

**APPROVED BUDGET FOR THE CONTRACT:
NINE HUNDRED THOUSAND PESOS (PHP 900,000.00)
September 03, 2018, Hearing Room, 2:30 P.M.**

The Pre-Bid Conference started at 2:30 p.m. with 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	- Chairperson
DIR. ADORIE T. CORNITO	- Vice-Chairperson
ATTY. MARY RAWNSLE V. LOPEZ	- Member
ATTY. LORENZO G. VERGARA	- Member

The Technical Working Group:

MR. CYRUS RYNLEE G. BLANCO	- Vice-Chairperson
MS. MARIAN MAY A. MARQUEZ	- Member

BAC Secretariat:

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

Ms. Cofino announced that there were four (4) prospective bidders namely: 1) PHILITALIA, INC. represented by Mr. Jose Mari del Carmen; 2) ONSTRIKE LIBRARY SOLUTIONS represented by Ms. Grace Medino, Mr. Ram Migrino and Mr. Jerwyn Fernandez; 3) AMERICAN TECHNOLOGIES, INC. represented by Mr. Ryan A. Espinosa and Mr. Marcon Sawit; and, 4) INTERNET OF THINGS represented by Mr. Jonathan Diaz.

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

- 1) The Request for Quotation (RFQ) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 29 August 2018.
- 2) A Pre-Bid Conference was scheduled today, 03 September 2018 at 2:30 p.m. and the Deadline of submission of bids was set on 07 September 2018, 5:00 p.m.
- 3) The RFQ was sent to the following suppliers:
 - a. ONSTRIKE LIBRARY SOLUTIONS
 - b. AMERICAN TECHNOLOGIES, INC.
 - c. ELECTRONIC INFORMATION SOLUTIONS, INC.

With the presence of the Chairperson and three (3) Members of the Bids and Awards Committee and the two (2) Members of the Technical Working Group (TWG) with the 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 floor to the Technical Working Group for the discussion of the contents of the Request for Quotation (RFQ), including the technical specifications.

Ms. Marian May A. Marquez, Member, TWG, discussed the contents of the RFQ while Mr. Cyrus Rynlee G. Blanco, Vice Chairperson, TWG, discussed the Technical specifications as found in Annex A-1 of the RFQ.

Following this, AO Padios, BAC Chairperson 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
RFID DESK READER	AMERICAN TECHNOLOGIES, INC. (Mr. Espinosa) / ONSTRIKE LIBRARY SOLUTIONS (Mr. Migrino): On the specification: <i>“Reading Range: 30cm – 1m adjustable Come with SDK for software customization Overall.”</i> Normally, the hardware is canned software, which means the SDK (software development kit) would not be included. Would there be someone in the Office of the Ombudsman to develop the software?	TWG (Ms. Marquez): The SDK is needed for possible customization in the future. It is not necessary now. BAC (Dir. Lopez): We will take it upon advisement from the TWG if there will be amendments in the technical specifications.
RFID BOOK TAGS	ONSTRIKE LIBRARY SOLUTIONS (Mr. Fernandez): The book tags do not have a quantity. How many book tags/strips do you need?	TWG (Ms. Marquez): We now have almost 10,000 books. We need at least 8,000 book tags for the current collection. But we may add more if there would be additional books.
RFID SECURITY GATES	INTERNET OF THINGS (Mr. Diaz): What is the quantity of RFID gates? How many circulation desks?	TWG (Ms. Marquez): We only have one (1) door entrance to the Library, thus we need one (1) pair of RFID gates. We only have one (1) circulation desk.
GENERAL REQUIREMENTS	INTERNET OF THINGS (Mr. Diaz): Should we provide the hardware for all the nine (9) sites? Should there be one (1) KOHA server per site?	TWG (Ms. Marquez/ Mr. Blanco): No. It is just for the KOHA system. The server is just accessible to the other eight (8) sites (VM to other sites).

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
TRAINING	INTERNET OF THINGS (Mr. Diaz): Is the training required for all nine (9) sites? Would the training session be conducted here?	TWG (Ms. Marquez): The training sessions would have to be conducted here at the Central Office. As for the participants, we will have to determine that, but the requirement is a training for at least 30 personnel.
AFTER SALES SUPPORT AND SERVICES	INTERNET OF THINGS (Mr. Diaz): For the on-site services, is it correct that the service would be only for Quezon City?	TWG (Ms. Marquez): Yes. For the on-site service, it is mainly for the Central Office. For the KOHA system, it would be deployed to the other sites. While the RFID would be for the Central Office.
BOOK TAGGING	INTERNET OF THINGS (Mr. Diaz): Who would do the book tagging?	TWG (Ms. Marquez): The Office of the Ombudsman/Librarians would do the tagging and this would be included in the training.
WORK STATION	INTERNET OF THINGS (Mr. Diaz): Would the vendor provide set-up workstations/computers for the clients for the eight other sites?	TWG (Ms. Marquez): No need. The vendor would just provide the access.
CIRCULATION	INTERNET OF THINGS (Mr. Diaz): <i>“Check in and out with a barcode scanner, RFID scanner or manually via accession number of materials”</i> , do we need to integrate the system to the barcode scanner?	TWG (Ms. Marquez): Yes.
INVENTORY	INTERNET OF THINGS (Mr. Diaz): Is there a requirement to provide an inventory system?	TWG (Ms. Marquez): No this is not really a requirement for us.
RFID SECURITY GATE SYSTEM	INTERNET OF THINGS (Mr. Diaz): Clarification on: <i>“Can be integrated to KOHA ILS and other integrated library systems”</i> , what are these “other” integrated library systems? Are there other existing library systems?	TWG (Ms. Marquez): No. This is if we plan to migrate to another system, at least we can use the gate again.
RFID SECURITY BOOK TAGS	INTERNET OF THINGS (Mr. Diaz): Clarification on the specification: <i>“Must work even when in between metal shelves.”</i>	TWG (Ms. Marquez): There are book tags that cannot be read if the shelves are metal. That is why we included this requirement.

PARTICULARS	ISSUES RAISED BY THE BIDDERS	BAC/TWG REPLY
RFID BOOK TAGS	INTERNET OF THINGS (Mr. Diaz), AMERICAN TECHNOLOGIES INC. (Mr. Espinosa), ONLINE STRIKE SOLUTIONS (Mr. Fernandez/Mr. Migrino): For the RFID tags – 5-6m range, this is quite ideal especially if they are designed for books. In our experience, the range is too ideal. The maximum operability is 5-6m, in empty spaces.	BAC (Dir. Lopez): We will take it upon advisement from the TWG if there will be amendments in the technical specifications.
RFID SECURITY GATE SYSTEM / RFID DESK READER / RFID BOOK TAGS	PHILITALIA, INC. (Mr. del Carmen): Are we strict on the physical dimensions of the reader and the device itself? Is it a minimum?	TWG (Ms. Marquez): It is a minimum and should be within those measurements.
ON-SITE SURVEY	INTERNET OF THINGS (Mr. Diaz): Can we do a quick survey of the area?	BAC (Dir. Lopez): Yes. A member of the BAC Secretariat will accompany you.

There being no more queries, the Pre-Bid Conference for the Small Value Procurement of One (1) lot KOHA Integrated Library System Implementation, Automation and Support / RFID/Security System (QN 2018-0184-AUG) was adjourned at 3:30 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
 Head, BAC Secretariat

BIDS AND AWARDS COMMITTEE

CLAUDETTE A. GRANVILLE
 Member


LORENZO G. VERGARA
 Member


MARY RAWNSLE V. LOPEZ
 Member


ADORIE T. CORNITO
 Vice-Chairperson


MARIBETH T. PADIOS
 Chairperson