



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 INFORMATION TECHNOLOGY (IT)
EQUIPMENT AND PERIPHERALS (50 UNITS LAPTOP COMPUTERS) FOR THE
OFFICE OF THE OMBUDSMAN (PB 2020-14)**

**APPROVED BUDGET FOR THE CONTRACT:
FOUR MILLION FIVE HUNDRED THOUSAND PESOS
(PHP4,500,000.00)
22 October 2020, Online via Microsoft Teams app, 1:30 P.M.**

The Pre-Bid Conference started at 1:45 p.m. with an invocation and introduction of the 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
DIR. MARY RAWNSLE V. LOPEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member
ATTY. JULIEVER ROQUE LAMUG	- Member

The Technical Working Group:

ATTY. LOLITA SIMEONA M. BRAVO	- Chairperson
MR. DAVE ROLAND P. LIWANAG	- Vice-Chairperson
MR. RANDY C. TONGCO	- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member
MS. JOAN DC. ESCALADA	- Member

Witnesses:

AO PILARITA T. LAPITAN	- OMB-Proper
MR. RON KRISTOFFER SILVA	- OODO Representative
MR. NOLASCO B. DUCAY	- OMBEA Representative

Ms. Escalada likewise announced the presence of seven (7) prospective bidders, to wit: 1) DCI INTERNATIONAL I.T. SOLUTIONS & SERVICES CORP., represented by Ms. Trisha Kim P. Go; 2) GOLDEN ARROW TRADING, represented by Mr. Rolly Dador; 3) QUARTZ BUSINESS PRODUCTS CORPORATION, represented by Ms. Jervin Puso; 4) INFOCENTRIC, represented by Mr. Rhene Libunao-Guiao; 5) ICT SOLUTIONS, represented by Mr. Jerwin P. Mancenido; 6) COSMICTECHNOLOGIES INC., represented by Ms. Sheryl Maglaque; and 7) MICROGENESIS BUSINESS SYSTEMS, represented by Ms. Norjana Abdullah and Ms. Roxanne Santiago.

A PowerPoint presentation was presented by Ms. Josephine S. Vargas, Head, BAC Secretariat in 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 14 October 2020;
- 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. Edilberto G. Sandoval (Acting Overall Deputy Ombudsman, OODO);

Information

- b. AO Pilarita T. Lapitan (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. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Nolasco B. Ducay (President, OMBEA);

With the presence of the Vice-Chairperson and five (5) Members of the Bids and Awards Committee and the four (3) 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 discussion to the TWG.

Mr. Dave Roland P. Liwanag, TWG Vice-Chairperson, proceeded with the presentation of the Invitation to Bid and Atty. Lolita Simeona M. Bravo, TWG Chairperson discussed the Checklist of Technical and Financial documents and Post-Qualification documents.

Mr. Liwanag discussed the Technical Proposal Ombudsman Bid Form No. 1 also presented the financial proposal (Ombudsman Bid Form no. 2) detailed breakdown of prices “Annex A” and schedule of prices attached on their financial proposal failure to submit the said documents shall be ground for the rejection of their bid. Dir. Cornito, asked the prospective bidders if they had questions on the presentation.

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

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
<p>TECHNICAL PROPOSAL</p>	<p>QUARTZ BUSINESS PRODUCTS CORPORATION (Ms. Jervin Pus0): clarification on the technical specifications particularly on the following:</p> <p>Query no. 1) Battery: <i>At least 3 Cell 42Wh Li-ion or higher</i>, it is indicated here the word “at least” so, is the 48Wh is okay with your technical specifications?</p> <p>Query no. 2) accessories - Optical Disk Drive (DVD Writer), is this external?</p>	<p>TWG Replies:</p> <p>Reply on Q1: actually, the technical specifications of the office are a minimum requirement, anything that is more advantageous is acceptable.</p> <p>Reply on Q2: Regardless if its external or internal optical drive. Either is okay considering that it depends on the brand or model if the optical drive will fit inside the unit.</p>

TECHNICAL PROPOSAL	<p>Query no. 3) other requirements on the <i>Installation of the operating system in SSD. 2nd HDD for data files (NTFS). Installation of latest and stable release of LibreOffice for Windows in the default system drive</i>, it includes here the installation of LibreOffice is it like an OpenOffice? Is it correct?</p> <p>Query no. 4) So beside Perpetual Office do we need to install a LibreOffice since it is a free right? So, all the office that needs to install and customization we need to do this before we deliver it to your office?</p>	<p>Reply on Q3: Yes, that is the former OpenOffice.</p> <p>Reply on Q4: Yes, upon approval, we need to see first the current configuration of the Laptop either one (1) Laptop for approval of the Office before distributing it to other offices. We need to check first if the configuration is correct.</p>
	<p>Query no. 5) <i>Delivery period: 45 calendar days to Ombudsman Central Office upon receipt of NTP</i>, we cannot deliver it within 45 calendar days because we have so much delay of the deliveries, actually the ideal delivery period for this is maybe 60 days.</p>	<p>BAC: The TWG will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p>
	<p>Query no. 6) on page 27 <i>Clause 4 of the Special Conditions of the Contract states the inspections and tests that will be conducted upon delivery</i>, units should be inspected there in your office?</p>	<p>TWG: Once delivered, it will be inspected.</p>
	<p>Query no. 7) What if we miss signing 1 page?</p>	<p>BAC: All pages must be signed.</p>
	<p>DCI INTERNATIONAL I.T. SOLUTIONS & SERVICES CORP. (Ms. Trisha Kim P. Go): also said that they cannot deliver within 45 days.</p>	<p>BAC: The TWG will take note of the observation and will issue a Supplemental/Bid Bulletin, if necessary.</p>
	<p>INFOCENTRIC (Mr. Rhene Libunao-Guiao): also said that they cannot deliver within 45 days.</p>	
	<p>MICROGENESIS BUSINESS SYSTEMS (Ms. Norjana Abdullah): also said that they cannot deliver within 45 days.</p>	

Information


Technology (IT) Equipment (50 units Laptop Computers)
and Peripherals for the Office of the Ombudsman
(PB 2020-14)

The BAC Vice-Chairperson also showed a short video / presentation on how the bidders should prepare their bids.

The BAC Vice-Chairperson also reminded the prospective bidders that if they have any clarifications/questions on this procurement after the Pre-Bid Conference it should be conveyed in writing within 10 days before the opening of bids submitted to BAC Secretariat.


There being no further queries, the Pre-Bid Conference for the Public Bidding for the Supply and Delivery of Information Technology (IT) and Peripherals (50 units Laptop Computers) for the Office of the Ombudsman (PB 2020-14) was adjourned at 2:44 P.M.

Prepared and attested by:



JOSEPHINE S. VARGAS
Head, BAC Secretariat

BIDS AND AWARDS COMMITTEE


JULIEVER ROQUE LAMUG
GIPO II, DO-LUZON PROPER
Member


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


LORENZO G. VERGARA
GIPO III, OLA
Member


MARY RAWNSLEY V. LOPEZ
Acting Director, PIMRB
Member


NELLIE P. BOGUAN-GOLEZ
Director, PIAB-D, PAMO II
Member


ADORIE T. CORNITO
Acting Director II, FMS
Vice-Chairperson

MARIBETH T. PADIOS
Assistant Ombudsman, PIEMS
Chairperson