



Republic of the Philippines
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**“MINUTES OF THE PRE-BID CONFERENCE OF THE PROJECT SUPPLY,
DELIVERY AND INSTALLATION OF COMPUTER EQUIPMENT & SOFTWARE
FOR THE COMPLETION OF 2-STOREY ACADEMIC BUILDING AT BPSU
ABUCAY CAMPUS (PR No. AC2020-07-395)**

July 30, 2020, 2:00pm via Google Meet Video Conferencing

1. ATTENDANCE

Present:

A. BAC MEMBERS

NAME	POSITION/DESIGNATION/AGENCY
1. Mr. Jose Paulo B. Tuazon	BAC – Chairperson
2. Ms. Cristina G. Rivera	BAC – Member
3. Mr. Joseph L. Pencil	BAC – Member

Absent:

Dr. Alfredo D. Valentos	BAC – Vice Chairperson
Mr. Ferdinand M. Santos	BAC – Member

B. END-USER/TECHNICAL WORKING GROUP

4. Engr. Mary Jane Caberto	BPSU – AC/End-user Unit/TWG
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C. BAC SECRETARIAT

5. Ms. Maricris Q. Garcia	BAC Secretariat/Procurement Unit
6. Ms. Marvie B. Marfil	BAC Secretariat/Procurement Unit

D. PROSPECTIVE BIDDERS

7. Ms. Michelle M. Gorospe	PC City Computer Shop
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II. CALL TO ORDER

The pre-bid conference of the project, **PR No. AC2020-07-395** namely the *Supply, Delivery and Installation of Computer Equipment & Software for the Completion of 2-Storey Academic Building at BPSU Abucay Campus* with an approved budget of *Php1,225,800.00* was called to order at 2:00PM. Mr. Jose Paulo B. Tuazon, BAC Chairperson acknowledged and recognized everyone who are virtually present during the pre-bid conference via Google Meet from the members of the BAC, BAC Secretariat, End-User Unit and Technical Working Group.

Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference.

III. DISCUSSION

BAC Chairperson opened the discussion by asking the sole prospective bidder if she has already viewed the details of the project on PhilGeps. The bidder stated that she has seen the posting of the procurement and has full knowledge on the specifications. Nevertheless, Mr. Tuazon reiterated the full details of the project and welcomed any clarifications from the prospective bidder.

IV. CLARIFICATIONS

BIDDERS' CONCERN	BAC & TWG RESPONSE
Technical specifications	<p>While the MSI B250M Pro VH Micro ATX specification of the desktop units is already phased out and that the memory capacity of 8GB is insufficient to hold the servers, the BAC and the prospective bidders agreed to provide other specifications as long as they meet compatibility issues of the overall computer equipment and software applications.</p> <p>Regarding software specification, the end user preferred on premise instead of on cloud.</p>
Sale of Bidding Documents	<p>For the purchase of bidding documents, instructions are posted through Philgeps, including the bank details to where the deposit/payment shall be made.</p>
Submission and Opening of Bids	<p>The deadline for submission of bids shall be on August 11, 2020, Tuesday, 09:30am.</p> <p>The opening of bids is scheduled on the same day, August 11, 2020, 11:00am.</p> <p>In spite of the current pandemic, the required bid proposals to be submitted by the bidders must be in hard copies or in printed documents since the BAC in BPSU is not yet authorized by GPPB in using the electronic bid documents.</p> <p>Submission of bid proposals via courier must be done ahead of time in order to avoid delay.</p> <p>For personal delivery, the bidders' representatives are required to present a medical clearance issued by their respective barangay or city health offices or by a licensed company doctor/nurse in order to be allowed in entering the BPSU premises.</p>

V. ADJOURNEMENT

With no further instructions from the BAC, questions and clarifications from the attendees, the Pre-bid Conference was adjourned at 2:45PM.

Prepared by:

(SGD) **MARVIE B. MARFIL**
BAC Secretariat/Procurement Staff

Approved by:

(SGD) **JOSE PAULO B. TUAZON**
BAC Chairperson