

MINUTES OF THE PRE BID CONFERENCE ON THE SUPPLY, DELIVERY AND INSTALLATION OF EQUIPMENT FOR ENGINEERING SIMULATION AND SKILLS DEVELOPMENT LABORATORY HELD AT THE CSUC CONFERENCE ROOM LAST DECEMBER 19, 2018 @ 1:30 IN THE AFTERNOON.

PRESENT:

- | | |
|-----------------------------------|----------------------------|
| 1. Dr. Flordeliza G. Alburo | - BAC Chairman , Presiding |
| 2. Dr. Ramil B. Arante | - BAC Vice Chairman |
| 3. Prof. Anthony M. Miñoza | - BAC Member |
| 4. Engr. Blondie T. Sanchez | - End User |
| 5. Mr. Ryan O. Cuarez | - TWG |
| 6. Mr. Joseph A. Vistal | - TWG |
| 7. Engr. Thesa Vergara | - End-User |
| 8. Engr. Japheth Jay Vergara | - End-User |
| 9. Mr. Donatilo Eñola | - FAE, Hytec Power Inc. |
| 10. Mr. Dino Ramacho | - FAE, Hytec Power Inc. |
| 11. Ms. Ma. Eunice A. Niño franco | - BAC Secretariat |
| 12. Ms. Wenie O. Catubig | - BAC Secretariat |

The meeting started with a prayer led by Mr. Ryan O. Cuarez

The BAC Chairman read the Provisional Agenda of the meeting. It was moved by Prof. Anthony M. Miñoza to adopt the said agenda and duly seconded by Dr. Ramil B. Arante.

The Chairman requested the BAC Secretariat to acknowledge the presence of the BAC Personnel and visitors/guests.

The Chairman presented the bidding documents particularly Invitation to Bid, Bid Data Sheet and Special Conditions of Contract. She emphasized the bidder's SLCC similar to the contract to be bid should have been completed within two (2) years (CY 2016-2018) prior to the deadline for the submission and receipt of bids.

The Chairman asked the suppliers for any suggestions /comments regarding the presented bidding documents.

The supplier requested a checklist for them to be guided during the inspection.

The Supplier informed that their application for renewal of mayor's permit is still to be submitted in LGU, Manila. He asked if it is okay that their office will issue a certification stating that application for renewal of mayor's permit is on process, because they are afraid they cannot submit the said permit during the opening of bids on January 4, 2019.

The BAC Chairman said that documents received/stamped by LGU, Manila is acceptable, just scan the documents and send a copy to the BAC office to prove the application for renewal of mayor's permit is on process.

The supplier asked if aside from Philgeps Certificate to be submitted, do they need to attach their Tax Clearance.

The Chairman answered that Tax Clearance should be attached.

The Chairman commented that Factory Inspection Report is necessary because the COA will look for it.

The supplier answered that maybe they can ask Quality Control Certificate from the manufacturer.

The Chairman emphasized the corrections of defects in the warranty should be done within a seven day period.

The supplier requested a 30 day period.

The Chairman suggested the period for correction of defects in the warranty is more or less fifteen (15) days.

The BAC Chairman presented the Technical Specifications and she suggested to attach brochures and indicate " complied " on the technical specifications required and she added that bidder may offer equivalent or better specifications from those being required.

The End-user asked, if ever the server/system is lag , can it be updated via remote.

The Supplier answered, the system can be updated online.

The TWG (Technical Working Group) asked if the Desktop has OS License?

The supplier answered, it is licensed and standard. He added that if there are lacking items in the specifications required they will include in their offer.

The Chairman asked any queries and there was none.

Meeting adjourned: 2:45 P.M.

We hereby certify the correctness of this minutes.


Prepared by:


MA. EUNICE A. NIÑOFRANCO
BAC Secretariat

Reviewed by:


RYAN CHESTER G. FONG, MAEng.
Head, BAC Secretariat

Conformed:


FLODELIZA G. ALBURO, Ph.D.
BAC Chairman