



<b>ATTENDEES</b>	<p>Ms. Mhean Calderon  Ms. Angel Salles  Mr. Ralph Edward Loo  Mr. Vince Tapay  Ms. Gellie Peregrino  Ms. Gianne Dorola  Ms. Jeannie Julia  Mr. Gerald Nuque  Ms. Marconi Malabad  Ms. Leianne Valerio  Ms. Marie Reanos  Ms. Rose P. Guzman  Mr. Fidel Serrano  Ms. Esperanza Villalobos  Ms. Apple Sanchez  Mr. Rowel Panahon  Mr. Elmer Soria  Ms. Lourdes Cruz  Ms. Judelyn Garcia  Mr. Mario Alba  Ms. Marilou Alba  Mr. Robert Tuazon</p>	<p>Neo-Tech Asia  Distribution Inc.  Marlabs Inc.  Marlabs Inc.  GOCOM Systems and  Solutions Corporation  GOCOM Systems and  Solutions Corporation  ePLDT, Inc.  ePLDT, Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.  Extreme Networks  Microgenesis Business  Systems  Insight Systems  International Corp.  Ansible  Ansible  Ansible  NTEK Systems Inc.  NTEK Systems Inc.  AGD Infotech, Inc.</p>
<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>• The pre-bid conference started at 9:22 a.m. which was presided by the Vice-Chairperson.</li> <li>• PD. Eric O. Ueda, BAC Vice-Chairperson, acknowledged the presence of the BAC members, BAC Secretariat, TWG, representatives from the COA and the prospective bidders.</li> <li>• PD Ueda stated that there is a quorum considering that there are three (3) members out of five (5) members present in the meeting.</li> </ul>	

**DISCUSSIONS**

<b>PUBLICATION OF THE INVITATION TO BID</b>	<p>PD Ueda stated that there is no need to publish the Invitation to Bid (ITB) in the newspapers of general circulation pursuant to Section 21.2.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. The ITB was published in the website of the Philippine Government Electronic Procurement System (PhilGEPS) on 22 November 2018.</p>
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<p><b>LETTER TO OBSERVERS</b></p>	<ul style="list-style-type: none"> <li>• PD Ueda stated that the following eleven (11) observers were invited in writing:             <ol style="list-style-type: none"> <li>1. Coalition against Corruption</li> <li>2. Commission on Audit</li> <li>3. Confederation of Filipino Consulting Organizations</li> <li>4. Department of Justice</li> <li>5. Philippine Chamber of Commerce and Industry</li> <li>6. Philippine Constructors Association</li> <li>7. Philippine Institute for Supply Management</li> <li>8. Philippine Institute of Certified Public Accountants</li> <li>9. Philippine Institute of Civil Engineers</li> <li>10. Philippine Jesuit Prison Service</li> <li>11. Research Center on Culture, Education and Social Issues</li> </ol> <p>He added that only the Commission on Audit attended the pre-bid conference.</p> </li> <li>• Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, mentioned that abovementioned offices duly received their respective invitations. Likewise, no bidder purchased the Bidding Documents.</li> </ul>	
<p><b>GENERAL REQUIREMENTS FOR THE GOVERNMENT PROCUREMENT OF GOODS</b></p>	<p>Ms. Dela Rama presented the general requirements for the government procurement of goods.</p>	
	<p>Purpose of the Pre-Bid Conference</p>	<ol style="list-style-type: none"> <li>1. To clarify and address bidder's questions on the different aspects of the procurement at hand; and</li> <li>2. For bidders to fully understand the requirements.</li> </ol>
	<p>Bidder's Eligibility</p>	<p>Legal Eligibility shall include documents that will prove the legal capacity of the bidder.</p> <p>Technical Eligibility shall include all documents appertaining to the financial capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' technical capability.</p>

	PhilGEPS Certificate of Registration in Platinum Membership	The updated Certificate of Registration has to be submitted including the documentary requirements submitted to the PhilGEPS. In case the documents submitted to the PhilGEPS were not updated, such documents have to be submitted to TESDA for post-qualification.
	Statement of Single Largest Completed Contract similar to the Contract to be bid	<p>ITB Clause No. 5.4 states that the Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract for each lot shall refer to: any contract for Supply, Delivery and Installation of Various Wireless Network Equipment.</p> <p>The form for this statement can be found as Annex "E" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	<p>The total value of the contracts under this form is one of the values needed in the computation of the NFCC.</p> <p>The form for this statement can be found as Annex "E-1" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Net Financial Contracting Capacity (NFCC)	The values to be used in computing the NFCC will be lifted from the Audited Financial Statements stamped "received" by the Bureau of Internal Revenue. In lieu of the NFCC, the bidder can submit a committed line of credit (CLC) issued by a universal or commercial bank whose value must be ten percent (10%) of the Approved Budget for the Contract (ABC).
	Joint Venture Agreement (JVA)	The form for the JVA can be found in Annex "E" of the Bidding Documents.


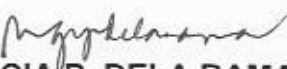
	Bid Security	<ul style="list-style-type: none"> <li>• Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC) - Php297,792.29</li> <li>• Surety Bind callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of the ABC) - Php744,480.74</li> <li>• Bid Securing Declaration pursuant to Government Procurement Policy Board (GPPB) Resolution No. 03-2012</li> </ul>
	Competent Evidence of Identity per Amended Section 12 (a) of Rule li of the 2004 Rules of Notarial Practice	The Bidder should be presenting one (1) current identification document issued by an official agency bearing the photograph and signature of the individual. The Community Tax Certificate/Cedula is not acceptable.
	Documents required during the Bid Opening	<p>First Envelope</p> <ol style="list-style-type: none"> <li>1. Authority of Signatory</li> <li>2. PhilGEPS Certificate;</li> <li>3. Statement of Single Largest Completed Contracts;</li> <li>4. Statement of All On-Going including Awarded but not yet Started Contracts;</li> <li>5. NFCC or Credit Line;</li> <li>6. JVA if applicable;</li> <li>7. Bid Security;</li> <li>8. Statement of Compliance with the Delivery Schedule;</li> <li>9. Statement of Compliance with the Technical Specifications; and</li> <li>10. Bidder's Omnibus Statement.</li> </ol>
	Documents required during the Bid Opening	<p>Second Envelope</p> <ol style="list-style-type: none"> <li>1. Financial Bid Form</li> </ol>
	Omnibus Sworn Statement	The form specified in the Bidding Documents should be used and to be accompanied with the Board Secretary's Certificate granting power to representative/s.
	Copy of the official receipt for the purchase of the bidding documents	This is required to give essence to the basic rule that only bidders who bought bidding documents shall be eligible to participate in the process.

	<p>Marking and Packaging Suggestions</p>	<p>There will be one (1) original and three (3) copies of the first and second components of the bid. The copies must contain the same documents of the original set. However, if the bid security is in a form of cash or manager's check, there is no need to attach another set to the copies of the Bidding Documents. Any omission of document in the copies shall be a ground for the bidder's disqualification or ineligibility to bid.</p> <p>The Bidding Documents of the Bidder has to be packed in one (1) envelope or one (1) package.</p>
	<p>Documents to be submitted by the Lowest Calculated Bidder (LCB) for post-qualification purposes</p>	<p>The BAC shall issue a notice to the bidder which tendered the LCB to submit the following additional documents:</p> <ul style="list-style-type: none"> <li>• Other appropriate licenses and permits;</li> <li>• Samples, if required;</li> <li>• Brochures, if required;</li> <li>• Proof of Largest Single Contract;</li> <li>• Latest Income Tax Return for 2017;</li> <li>• Value Added Tax Returns or Percentage Tax Returns covering the previous six (6) months;</li> <li>• Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration; and</li> <li>• Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG Fund.</li> </ul>
	<p>Common reasons for Disqualification observed during bid opening</p>	<ul style="list-style-type: none"> <li>• Late Submission;</li> <li>• Incomplete Submission;</li> <li>• Non-compliance with Notarial Rules;</li> <li>• Number of Bid Copies;</li> <li>• Failure to sign relevant documents; and</li> <li>• Surety Bond/Bank Guarantee does not include some/all "Conditions for Bid Security Forfeiture".</li> </ul>

	<p>Common reasons for Disqualification observed during submission of additional documents by the LCB</p> <ul style="list-style-type: none"> <li>• Failure to submit the required additional documents;</li> <li>• Failure to submit required sample; and</li> <li>• Late submission of additional documents/sample.</li> </ul>
	<p>Common reasons for Disqualification observed during post-qualification</p> <ul style="list-style-type: none"> <li>• Failure to pass sample testing criteria;</li> <li>• Expired license/permits; and</li> <li>• False information.</li> </ul>
<b>PRESENTATION OF THE TECHNICAL WORKING GROUP (TWG)</b>	<p>Mr. Manuel Louis T. Pili discussed the following items and its technical specifications:</p> <ol style="list-style-type: none"> <li>1. MDF Core Switch</li> <li>2. IDF Switch</li> <li>3. Access Points (AP) (2x2)</li> <li>4. Access Points (AP) (3x3)</li> <li>5. Access Point Controller</li> <li>6. Firewall</li> <li>7. UPS</li> <li>8. Structured cabling</li> <li>9. Data Cabinet for IDF</li> </ol> <p>Likewise, the scope of work, warranty and delivery period were also elaborated in the meeting.</p>
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	<p>Ms. Dela Rama reminded the prospective bidder to sign the conforme at the end of this Section. Each and every page of the Bidding Documents should be signed by the authorized representative of the bidder.</p>
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	<p>Ms. Dela Rama reminded the prospective bidder to sign the conforme at the end of this Section. Likewise, the Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass"/"fail" criterion.</p> <p>PD Ueda added that the layout plan is attached to the Bidding Documents.</p>
<b>SOURCE OF FUND</b>	<p>Ms. Wilma F. Roque stated that this procurement is part of the capital outlay for MITHI projects under the General Appropriations Act (GAA) for FY 2018.</p>
<b>CLARIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Microbase Inc. asked if they can use full fiber switch and install transceivers for the 12 port RJ 45 which was affirmed by the TWG.</li> <li>• ePLDT, Inc. asked about the deadline of additional queries relative to the project when can it be accommodated. The BAC replied that queries can be submitted ten (10) days before the bid opening. However, questions after the bid opening will no longer be entertained. Likewise, a bid bulletin shall be issued at least seven (7) days prior the bid opening.</li> </ul>

- AGD Infotech, Inc. asked if the required licenses for the access point controller is one hundred fifty (150). The TWG replied that only fifty (50) licenses are required. However, the supported capacity of the access point controller should be one hundred fifty (150).
- Ansible asked the BAC to consider lowering the required years of business existence from five (5) years to four (4) years. The BAC replied that such query has to be discussed with the TWG. Likewise, the BAC cannot change abruptly the number of years of existence of the bidders from five (5) years to four (4) years since it needs the approval of the TESDA Board and they ruled to maintain what is stated in the Bidding Documents.
- Ansible inquired if the retention warranty was included in the 3 years' product warranty. The TWG replied that it is included.
- Insight Systems International Corp. asked if they can conduct ocular inspection for structured cabling. The TWG/BAC replied that the ocular inspection for structured cabling can be made on 03 December 2018 (Monday) from 9:00 a.m. to 5:00 p.m.
- Microbase Inc. asked if they can submit one (1) set of eligibility documents considering that they will be joining in four (4) procurements. The BAC/BAC Secretariat replied that they must submit eligibility documents for each project it will be participating in.
- Microbase Inc. asked if the supported Layer 3 routing DHCP is Static or Dynamic for the MDF Core Switch. The TWG replied that the MDF Core Switch must support both Static and Dynamic Routing.
- Microgenesis Business Systems asked if the conduct of ocular inspection is a pre-requisite for bidding. The BAC replied that it is not necessary but it is part of the function of the bidder.
- Microbase Inc. asked if PCAB license is required. The BAC replied no since it is a requirement in the procurement of infrastructure project.
- GOCOM Systems and Solutions Corporation asked if the redundant power supply is mandatory for IDF switches which TWG affirmed.
- Microbase Inc. suggested that the warranty for the firewall licenses is the same with the warranty for equipment which is three (3) years. The TWG stated that the matter has to be discussed with the BAC.



	<ul style="list-style-type: none"> <li>• Microbase Inc. asked if the BOM enough as a reference for the items that are categorized as Services which the BAC and the TWG affirmed.</li> <li>• Microbase Inc. asked if the transceivers<sup>a</sup> are multi-mode which the TWG affirmed.</li> <li>• The BAC Secretariat remind the bidders for any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.</li> </ul>
<b>BID OPENING</b>	The BAC reminded that the closing date for the submission of bids is 11 December 2018 before 09:00 AM TESDA Time as indicated in the bidding documents. The opening would be on the same day at 9:15 AM at CSA Conference Room, 2nd Floor, TESDA Complex, Taguig City.
<b>ADJOURNMENT</b>	Having no matters for discussion, the meeting was adjourned at <b>10:22 a.m.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the pre-bid conference conducted on Thursday, 29 November 2018.
<b>PREPARED BY</b>	 <b>ROSA M. PONCE</b> Minutes Officer
<b>REVEIWED BY</b>	 <b>JELA MAE A. ARCANO</b> Member, BAC Secretariat
<b>NOTED BY</b>	 <b>MARIA GRACIA P. DELA RAMA</b> Head, BAC Secretariat
<b>CERTIFIED CORRECT</b>	 <b>ERIC O. UEDA</b> BAC Vice-Chairperson