

DRN: _____

SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR DSWD-NHTO
(ITB No. GOP/19-DSWD-048-A)
03 JANUARY 2020 | 03:30 PM
OUS-DRMG Conference Room, Directors Dormitory, DSWD Central Office

MINUTES OF PRE-BID CONFERENCE

I. Attendance

Bids and Awards Committee (BAC):

- | | | |
|-----------------------------------|---|--------------------|
| 1. U/Sec. Felicisimo C. Budiongan | - | Chairperson |
| 2. U/Sec. Rene Glen O. Paje | - | Regular Member |
| 3. Dir. Andrew J. Ambubuyog | - | Provisional Member |

BAC Secretariat:

- | | | |
|--------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Mr. William V. Garcia Jr. | - | Administrative Officer V |
| 3. Mr. Ramon M. Villareal Jr. | - | Administrative Officer V |
| 4. Mr. Glenn Patrick A. Leynes | - | Administrative Officer IV |
| 5. Mr. Ramises B. Esteban | - | Administrative Officer III |
| 6. Ms. Luzvi S. Dabuet | - | Administrative Officer III |
| 7. Ms. Danilyn A. Dedeles | - | Administrative Assistant III |
| 8. Ms. Marden D. Aquino | - | Administrative Assistant III |

Others in Attendance:

- | | | |
|-----------------------------------|---|---|
| 1. Ms. Osmalyn C. Ramos | - | National Household Targeting Office (NHTO) |
| 2. Ms. Onilazir A. Sta. Ines | - | Information and Communications
Technology Management Service (ICTMS) |
| 3. Mr. Joshua Kevin J. Jovellanos | - | Procurement Management Service (PMS)-
Contract Monitoring Division (CMD) |
| 4. Ms. Melody T. Aranquil | - | PMS-CMD |

Prospective Bidder/s Present:

- | | | |
|-------------------------|---|---------------------------------|
| 1. Mr. Ryelan Bautista | - | Accent Micro Technologies, Inc. |
| 2. Ms. Ana Capote | - | Xitrix Computer Corporation |
| 3. Ms. Arriane Mendiola | - | S1 Technologies Inc. |
| 4. Ms. Joyce Mance | - | Joneco Tech Marketing Corp. |
| 5. Mr. Normando Martin | - | Freshmango Inc. |

II. Call to Order

The Pre-Bid Conference for the **“Supply and Delivery of Desktop Computers for DSWD-NHTO”** was called to order at **03:30 PM** by the BAC Chairperson, **U/Sec. Felicisimo C. Budiongan**. He then introduced the members of the BAC, the BAC Secretariat and the representatives from the End-user (National Household Targeting Office), Information and Communications Technology Management Service and Procurement Management Service. *(Note: The other invited observers were unable to*



attend.) He also acknowledged the presence of representatives of the prospective bidders.

A copy of the Agenda is hereto attached, marked as Annex "A", and made an integral part hereof.

III. Highlights of Discussion

ITEM/ PARTICULAR	ISSUES/ CONCERNS / DISCUSSIONS	AGREEMENTS/ ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none">Ms. Arcaina (BACSec) presented the procurement guidelines for the information of the prospective bidders.	
Background of the Project	<ul style="list-style-type: none">Ms. Ramos (NHTO) provided the background of the project. She stated that 57 desktop computers will be purchased and used by NHTO personnel for the Listahanan 3 project. She added that the units will be distributed in the DSWD Central Office and Field Offices (FOs) across the country.	
Technical Specifications - Item 16.5. Manufacturer's proposed BRAND must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in Luzon, Visayas and Mindanao (Proof or List of Nationwide Service Centers should be submitted).	<ul style="list-style-type: none">Mr. Martin (Freshmango) inquired if a door-to-door service (pickup and delivery) is acceptable.Ms. Ramos (NHTO) replied that NHTO will review the requirement.	<ul style="list-style-type: none">End-user (NHTO) to review and clarify its requirements Item 16.5.BAC shall issue a supplemental/ bid bulletin, if any, regarding Item 16.5.
Preparation of Bid Proposals	<ul style="list-style-type: none">Ms. Arcaina (BACSec) reminded the bidders on how to prepare bid proposals and how to accomplish the forms in the Bidding Documents.	
Deadline of Submission and Receipt of Queries and Clarifications	<ul style="list-style-type: none">Mr. Garcia Jr. (BACSec) reminded the prospective bidders that queries and clarifications may be submitted to the BAC Secretariat on or	



	before 06 January 2020, 05:00 PM, in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116.	
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IV. Adjournment

Having no other matters for discussion, the Pre-Bid Conference was adjourned at 04:00 PM.

Prepared by:


DANILYN A. DEDELES
Administrative Assistant III
Bids and Awards Committee Secretariat

Approved by:


OLIVA C. ARCAINA
Supervising Administrative Officer and
Officer-in-Charge, Bids and Awards
Committee Secretariat

Noted
Prepared by:


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee

PRE-BID CONFERENCE

DESCRIPTION	:	Supply and Delivery of Desktop Computers for DSWD-NHTO ITB No. GOP/19-DSWD-048-A
DATE	:	03 January 2020
TIME	:	03:30 PM
VENUE	:	OUS-DRMG Conference Room, Room 202, Directors Dormitory
PARTICIPANTS	:	BAC, BAC Secretariat, NHTO, ICTMS, FMS, PMS, Prospective Bidders

AGENDA

I. Call to Order

- A. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
- B. Acknowledge the presence of all interested bidders who are in attendance.
- C. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

- A. The procurement procedure for the **"Supply and Delivery of Desktop Computers for DSWD-NHTO"** is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised 2016 Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
- B. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

C. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

D. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.



III. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Eligibility and Technical Component

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

The BAC shall open the **Eligibility and Technical Component (first envelope)** and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, **using non-discretionary "pass/fail" criteria**. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as **"failed"** and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as **"passed"**.

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the **Financial Component (second envelope)** and check against a checklist of required financial documents to ascertain if they are all present **using a non-discretionary "pass/fail" criteria**. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as **"failed"**.

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for **one hundred twenty (120) calendar days** from the date of the opening of bids.

F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared "passed", using non-discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bid (LCB).



G. Post-Qualification

After determining the **Lowest Calculated Bid (LCB)** or **Single Calculated Bid (SCB)**, as the case maybe, the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the LCB/SCB, using non-discretionary criteria. If the BAC determines that the bidder with the LCB/SCB passes all the criteria for post-qualification, it shall declare the said bidder as the **Lowest Calculated and Responsive Bid (LCRB)** or **Single Calculated and Responsive Bid (SCRB)** and award the contract to the said bidder.

IV. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

V. Adjournment

INVITATION TO BID FOR

SUPPLY AND DELIVERY OF DESKTOP COMPUTERS

FOR DSWD-NHTO

— ITB No. GOP/19-DSWD-048-A —

(PR No. 20190700030)

1. The Department of Social Welfare and Development (DSWD), through the DSWD Funds, intends to apply the sum of **Three Million Four Hundred Twenty Thousand Pesos (PhP 3,420,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Desktop Computers for DSWD-NHTO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
 2. The DSWD now invites registered Philippine Government Electronic Procurement System (PhilGEPS) service providers to bid for the **Supply and Delivery of Desktop Computers for DSWD-NHTO**. Delivery of Goods and Services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
 3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 08:00 AM to 05:00 PM**.
 5. A complete set of Bidding Documents may be purchased by interested Bidders on **27 December 2019 to 15 January 2020** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Five Thousand Pesos (PHP 5,000.00)**.

It may also be downloaded free of charge from the website of the PhilGEPS and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The DSWD will hold a Pre-Bid Conference on *03 January 2020, 03:30 PM*, at the Office of the Undersecretary for Disaster Response Management Group (OUS-DRMG) Conference Room, Room 202, Directors Dormitory, DSWD Central Office, IBP Road, Constitution Hills, Quezon City which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before *15 January 2020, 09:00 AM*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.


Bid opening shall be on *15 January 2020, 03:30 PM*, at the Office of the Undersecretary for Disaster Response Management Group (OUS-DRMG) Conference Room, Room 202, Directors Dormitory, DSWD Central Office, IBP Road, Constitution Hills, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
8. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee
c/o BAC Secretariat

Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 931-6139

Telephone Nos. (02) 931-8101 to 07 Local 122 or 124


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee

Section VI. Schedule of Requirements

Supply and Delivery of Desktop Computers for DSWD-NHTO

Item No.	Particulars	Quantity
1	Desktop Computers	57 units

Delivery Period:

Complete delivery of goods must be made within forty-five (45) calendar days upon receipt of Notice to Proceed (NTP).

Terms of Payment:

One-time payment which shall be made within fifteen (15) to thirty (30) calendar days upon successful installation and testing, End-user acceptance and completion of all supporting documents (e.g. inspection reports, delivery receipts, etc.)

Delivery Site*:

DSWD Central Office, IBP Road, Batasan Complex, Constitution Hills, Quezon City

c/o MS. GENIELA I. SOLEDAD
Property, Supply and Accountability Management Division
Administrative Service

** in coordination with PMS -Contract Monitoring Division, ICTMS and NHTO*

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS*****

Technical Specifications

DSWD Specifications	Bidder's Specifications ⁶
<p>DESKTOP COMPUTER</p> <ol style="list-style-type: none"> 1. Processor <ol style="list-style-type: none"> 1.1. CPU Architecture Technology: Processor model should at least be the latest release 1.2. Base Speed Frequency: 3.0 Ghz, up to 4.1 Ghz 1.3. Cores: \geq 6 Cores 1.4. Cache: \geq 9MB Cache 2. Operating System <ol style="list-style-type: none"> 2.1. Type: Latest Stable Proprietary OS 64-bit 2.2. Version: Professional version (Must have the capability to join Active Directory) 2.3. A Certificate of Authenticity (CoA) of the license from the OS provider should be provided. 3. Office Productivity Software <ol style="list-style-type: none"> 3.1. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual 3.2. Version: Standard, inclusive of Word Processor, Spreadsheet, Presentation and Email for offline use 	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

⁶ **IMPORTANT NOTE:** Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

4. Memory
 - 4.1. Capacity: ≥ 8 Gb DDR4
 - 4.2. Speed: \geq DDR4-2100mhz
5. Keyboard: Standard English (same brand as PC)
6. Pointing Device/ Mouse: Standard Optical Mouse (same brand as PC)
7. Graphics Controller: Integrated
8. I/O Ports
 - 8.1. All ports should be INTEGRATED/ BUILT-IN (no USB conversions/ extension/ adapters)
 - 8.2. ≥ 4 x USB 3.0 port, 2 Front and 2 Back
 - 8.3. 1 x headphone / microphone jack OR combo jack
 - 8.4. 1 x RJ-45 LAN port
 - 8.5. 1 x VGA, 1 x HDMI
9. Display
 - 9.1. 21.5" LED Technology
 - 9.2. with VGA and HDMI port
10. Hard Drive: ≥ 1 TB Hard Disk Drive (HDD)
11. Sound Controller: Integrated/ built-in High Definition Audio system
12. Battery/UPS: ≥ 500 VA with AVR
13. Power Supply: at least 500 watts 80+ Bronze Efficiency
14. Communication
 - 14.1. MUST BE INTEGRATED/ BUILT-IN (no USB conversions/ extension)
 - 14.2. Wireless - Dual Band Wireless - 802.11 ac/a/b/g/n

14.3. Ethernet - Integrated 10/100/1000MB Base-TX

15. Warranty & SLA

15.1. Three (3) years Hardware Warranty

15.2. One (1) year warranty on Mouse, Keyboard, UPS

15.3. ≤ 4 hours' response time for issues reported (thru Helpdesk)

15.6. A Service Unit must be issued for a unit that can't be repaired within the day (For Central Office only).

16. To protect DSWD from unreliable and unproven products the following is required:

16.1. Manufacturer of the proposed BRAND should be ISO 9000 certified or better

16.2. Proposed BRAND should be Energy Star Compliant

16.3. Proposed BRAND should have an existing technical web support system where brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support

16.4. Manufacturer's proposed BRAND is an International brand name, which means that the BRAND is known and marketed globally and have international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the BRAND should be sold and marketed continuously in the Philippines for the last ten (10) years.

16.5. Manufacturer's proposed BRAND must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in Luzon, Visayas and Mindanao (Proof or List of Nationwide Service Centers should be submitted).

Name of Bidder: _____

Name of Authorized Representative: _____






Signature of Authorized Representative: _____

Date: _____

PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR DSWD-NHTO
(ITB NO. GOP/19-DSWD-048-A)
03 January 2020 at 03:30 PM

OUS-DRMG, Room 202, Directors Dormitory, DSWD Central Office, IBP Road, Batasan Hills, Quezon City

ATTENDANCE SHEET

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	USec. Felicisimo C. Budiongan (BAC Chairperson)	OUSDRMG	M	fcbudiongan@dswd.gov.ph		
2	USec. Rene Glen O. Paje (BAC Regular Member)	OUSISP	M	rgopaje@dswd.gov.ph		
3	ASec. Noel M. Macalalad (BAC Alternate Member)	OASSCB	M	nmmacalalad@dswd.gov.ph		
4	Dir. Ernestina Z. Solloso (BAC Regular Member)	4Ps	F	ezsolloso@dswd.gov.ph		
5	Dir. Irene B. Dumlao (BAC Alternate Member)	SMS	F	ibdumlao@dswd.gov.ph		
6	Dir. Emmanuel P. Privado (BAC Regular Member)	NRLMB	M	epprivado@dswd.gov.ph		
7	Mr. Felix M. Armeña (BAC Alternate Member)	ICTMS	M	fmarmena@dswd.gov.ph		
8	Dir. Andrew J. Ambubuyog (BAC Provisional Member)	NHTO/ICTMS	M	ajambubuyog@dswd.gov.ph		
9	Atty. Karina Antonette A. Agudo	PMS	F	kaagudo@dswd.gov.ph	Loc. 121 -124	
10	Ms. Oliva C. Arcaina	BAC Secretariat	F	ocaraina@dswd.gov.ph	Loc. 121 -124	
11	Mr. Ramon M. Villareal Jr.	BAC Secretariat	M	rmvillarealj@dsww.gov.ph	Loc. 121 -124	
12	Mr. William V. Garcia Jr.	BAC Secretariat	M	wvgarciajr@dswd.gov.ph	Loc. 121 -124	
13	Ms. Katrina E. Garcia	BAC Secretariat	F	kegarcia@dswd.gov.ph	Loc. 121 -124	

ATTENDANCE SHEET

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
14	Mr. Arjay C. Dimafelix	BAC Secretariat	M	acdlimafelix@dswd.gov.ph	Loc. 121 -124	
15	Mr. Ramises B. Esteban	BAC Secretariat	M	rbesteban@dswd.gov.ph	Loc. 121 -124	
16	Ms. Luzvi S. Dabuet	BAC Secretariat	F	lsdabuet@dswd.gov.ph	Loc. 121 -124	
17	Ms. Danilyn A. Dedeles	BAC Secretariat	F	dadedeles@dswd.gov.ph	Loc. 121 -124	
18	Ms. Marden D. Aquino	BAC Secretariat	F	mdaquino@dswd.gov.ph	Loc. 121 -124	
19	Mr. Glenn Patrick A. Leynes	BAC Secretariat	M	gpaleynes@dswd.gov.ph	Loc. 121 -124	
20	Mr. Prince A. Lee	BAC Secretariat	M	palee@dswd.gov.ph	Loc. 121 -124	
21	Ms. Filipinas B. Alfonso	BAC Secretariat	F	fbalfonso@dswd.gov.ph	Loc. 121 -124	
22	Mr. Lourence C. Buenaventura	BAC Secretariat	M	lcbuenaventure@dswd.gov.ph	Loc. 121 -124	
23	<i>Justina Karen J. MacMillan</i>	<i>PMS-CMD</i>	<i>M</i>		<i>56</i>	
24	<i>MELONY J. ARAGUIL</i>	<i>PMS-CMD</i>	<i>F</i>	<i>mtaraguil@dswd.gov.ph</i>	<i>506</i>	
25	<i>DANILYN RAMOS</i>	<i>NTTD</i>	<i>F</i>	<i>dramos@dswd.gov.ph</i>		
26	<i>DANILAZAR STA. INES</i>	<i>ICMAS</i>	<i>M</i>			
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PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR DSWD-NHTO
(ITB NO. GOP/19-DSWD-048-A)
03 January 2020 at 03:30 PM
OUS-DRMG, Room 202, Directors Dormitory, DSWD Central Office, IBP Road, Batasan Hills, Quezon City

BIDDERS ATTENDANCE SHEET

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	Ruelan Pasubata	Amis	M	ruelan.pasubata@amis.com.ph	0917 876520	[Signature]
2	Ann Capote	XITRIX COMPUTERS	F	anncapote@xitrix.com	0947 598 7022	[Signature]
3	Arcene Mendola	SA Technologies Inc.	F	arcene@sa-technologies.com.ph	0917 6208143	[Signature]
4	Judy Manalo	JMC	F	judymanalo@jmc.com.ph	0917 12-6079	[Signature]
5	MARTIN	First Hand @ PC	M	martin@firsthandpc.com	0917 8708273	[Signature]
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