

**Bids and Awards Committee for Goods**  
**Pre-Bid Conference for the Procurement of Video Conferencing System 2019**  
**2/F Bonifacio Technology Center, 31<sup>st</sup> BGC, Taguig City**

**Minutes of the Meeting**

**12 April 2019**  
**OP Conference Room**

Present:

**Bids & Awards Committee (BAC) for Goods:**

Vice Chairperson	Atty. Ma. Soledad C. San Pablo
Members	Samuel John L. Vidallon Atty. Gisela Z. Kalalo

**Technical Working Group (TWG):**

Members	Elmer C. Elizaga Vicenta M. Natividad
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**Secretariat:**

Head	Atty. Leah Anne R. Maligaya
Members	Queennie P. Bautista

**End-User:**

Alexander S. Mijares  
Stevenson E. Tugas, Jr.

**Observer:**

Mark Anthony A. Ibanez

**Prospective Bidders:**

May Ariola, Audio Video Solutions Corporation  
Joan M. Rivera, Audio Video Solutions Corporation  
Happy De Baron, Kollab  
Jonas Jimenez, American Technologies, Inc.  
Obet Balderas, Audio Video Solutions Corporation

The Pre-Bid Conference for the **Procurement of Video Conferencing System 2019** was presided by BAC-G Vice Chairperson Atty. Ma. Soledad C. San Pablo.

## 1. Call to Order

There being a quorum, Vice Chairperson Atty. San Pablo called the Pre-Bid Conference to order at 10:30AM. She opened the meeting by introducing the Members, Technical Working Group, and Secretariat of the Bids and Awards Committee for Goods and welcoming the prospective bidders.

## 2. Highlights of the Meeting

- 2.1 Mr. Alexander S. Mijares presented and discussed the details of the **Procurement of Video Conferencing System 2019** by providing an overview of the needed IT equipment and software, each of the respective lots, the approved budget for the contract and other pertinent details relating to the bid.
- 2.2 Mr. Elmer C. Elizaga presented and discussed the matters relative to the checklist of requirements the prospective bidders shall prepare and submit to participate in the bid.

## 3. Questions from Bidders

- 3.1 Ms. Happy Baron of Kollab asked if a prospective bidder needs to provide the necessary cabling for the first two requirements. Mr. Mijares said there is no need.
- 3.2 Mr. Jonas Jimenez of American Technologies, Inc. asked with regard to the 3<sup>rd</sup> requirement if the audio standards statement be rephrased to G711, G722.1, G729, AA-LD *OR* (*emphasis supplied*) Opus, instead of AND. Mr. Mijares said that answer to this question will be issued on a Bid Bulletin.
- 3.3 Mr. Obet Balderas of Audio Video Solutions Corporation asked on validity of tax clearance – what if the same is valid when they submitted their bid documents but later on, during the other bidding activities, it expired. He asked what remedy should be done for this instance. Vice Chairperson Atty. Sol said that it would be best to include in the submission of the bid documents proof that the bidder had already applied for renewal of its tax clearance validity.

## 4. Clarifications from the BAC

- 4.1 The bidders should be registered with PHILGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as “ineligible”. *However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class “A” Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.*

- 4.2 The bid documents can be accessed in the PHILGEPS and BCDA Websites.
- 4.3 The bid bulletin shall be posted in PHILGEPS and BCDA websites on or before 05 April 2019 (Friday). However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- 4.4 The bidders have to purchase the bid documents before they are allowed to submit their bids. They can still purchase the document until the day of submission.
- 4.5 The computation of the bid security shall be based on the Approved Budget Contract (ABC).
- 4.6 The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- 4.7 The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

## 5. Reminders from the BAC

- 5.1 BCDA adheres to the "No-Contact Rule". All clarifications should be made in writing and addressed to the BAC-G Secretariat. Deadline for Clarification is at 16 April 2019 (Tuesday).
- 5.2 Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- 5.3 Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- 5.4 **The deadline for the submission of bids is on 25 April 2019 (Thursday) at 10:00AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 10:00AM of 25 April 2019 (Thursday) shall not be accepted.**
- 5.5 Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.
- 5.6 **Bid opening shall be on 25 April 2019 (Thursday) at 11:00AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. However, the Bidders' attendance during the Opening of Bids is not compulsory but it is advised that bidders will send their representative to assist the BAC and answer clarifications, if any.

- 5.7 Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- 5.8 The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- 5.9 BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- 5.10 BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

There being no other matters to discuss relative to the **Procurement of Video Conferencing System 2019**, the Pre-bid Conference was adjourned at 11:30AM.

**Prepared by:**

  
**ATTY. LEAH ANNE R. MALIGAYA**  
Head, BAC-G Secretariat

**BIDS AND AWARDS COMMITTEE FOR GOODS**

**BGEN CARLOS F QUITA (RET)**  
Chairperson

  
**ATTY. MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

  
**SAMUEL JOHN L. VIDALLON**  
Member

  
**ATTY. GISELA Z. KALALO**  
Member