

PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

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HIGHLIGHTS OF THE MEETING

PCAF-QP03-F03 Version 2

BAC-HoM-2024-021

Reference Number
Date: 4/25/2024

Title of Meeting:	Pre-Bid Conference re: One (1) Lot of Seven (7) Units of Laptop , Seven (7) Units of Desktop, Fourteen (14) Licenses of Antivirus, and Fourteen (14) Licenses of Office Productivity Software			
Date & Time:	April 22, 2024/10:00 AM			
Venue:	Apacible A Conference Room			
No. of Participants:	17			
Sex Ratio:	7 Male	10 Fem	ale	
Classification of Participants (No.):	17 Government Private Secto Academe Academe PWD PWD Senior Citizen Senior Citizen Indigenous People Indigenous P		leme	
Agenda/	Agreements/	Responsible	Timeline	

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 10:00 AM by the BAC Chairperson Ms. Melinda T. Quinones, for the Procurement of One (1) Lot Seven (7) Units of Laptop, Seven (7) Units of Desktop, Fourteen (14) Licenses of Antivirus, and Fourteen (14) Licenses of Office Productivity Software with the Approved Budget (ABC) for the Contract amounting to Php 1,148,000.00.		
I. Attendees			
Prospective Bidders Operation Officer: Agency: Operation Officer: Agency:	 Ms. Rizalyn Dela Cruz Idenico Computer Corp. Ms. Joana A. Maximo Veratech INC. 		
BAC Chairperson: Vice Chairperson: Regular Member: Regular Member:	 Ms. Melinda T. Quinones Ms. Marisa R. Lo Ms. Maria Belen A. Milanes Ms. Patrisha Joy F. Reytana 		
BAC Secretariat Head: Member: Member: Member:	Mr. Ken Ryan P. Eleazar Ms. Jeodith T. Diyan Ms. Fraulein Claire Ronquillo Mr. Sonny A. Chua Jr.		
BAC-TWG Head	Mr. John Errasmus Montiano		
End-User Staff, PMKMD	Mr. Ernani Pangilinan		
Observer Representative, PCAFEA	Ms. Charlene C. Mariquit		



III. Topics Discussed

A. Presentation of the Bidding Documents

Ms. Melinda T. Quinones, BAC Chairperson, presented the following:

a. Instructions to Bidders

- Scope of Bid
- · Funding Information
- Eligible Bidders
- Subcontracting
- Clarification and Amendment of Bidding Documents
- Eligibility and Technical Components
- · Bid and Payment Currencies
- Bid Security
- Sealing and Markings of Bid
- · Post Qualification

b. General Condition of Contract

- Advance Payment and Terms of Payment
- · Performance Security
- · Inspection and Test
- Warranty
- Liability of the Supplier

Mr. Ernani Pangilinan, Staff of the Planning, Monitoring and Knowledge Management Division (PMKMD), presented the Technical Specifications and Terms of Reference (TOR) of the Procurement of One (1) Lot Seven (7) Units of Laptop, Seven (7) Units of Desktop, Fourteen (14) Licenses of Antivirus, and Fourteen (14) Licenses of Office Productivity Software.

-Technical Specifications and Terms of Reference Mr. Pangilinan discussed the technical specifications of the following:

- 1. Laptop
- 2. Desktop
 - Monitor
 - Keyboard
 - Mouse
 - Webcam
- 3. Antivirus Software
- 4. Office Productivity Tools

B. Questions and Answers

Question 1: While both Office Home & Student and Office Home & Business include Word, Excel, PowerPoint, and OneNote, Ms. Maximo wanted to understand which version would better meet the end user's specific needs.

Answer 1:

To allow for further end-user input, the selection between Office Home & Student and Office Home & Business will be included in the upcoming supplemental bid bulletin scheduled for release on or before April 29, 2024.



Question 2: Ms. Maximo asked if it would be possible to offer different brands of desktops and laptops, provided they all meet the pre-defined performance requirements for their respective categories...

Answer 2: Yes, you can choose different brands for desktops and laptops...

Question 3: Ms. Maximo wanted to confirm whether the desktops and laptops have a pre-installed operating system.

Answer 3: Yes, the desktops and laptops will come pre-installed with a pre-defined operating system (OS).

Question 4: Ms. Dela Cruz expressed interest in offering Intel processors for the 7 laptops. She was concerned that the Ryzen 5 processor was no longer being produced.

Answer 4: Ms. Maximo confirmed upon inquiry from the BAC that the Ryzen 5 processor is still available.

Question 5: Ms. Dela Cruz inquired about the acceptability of a configuration that includes one 3.5-inch HDD and two M.2 SSDs for storage support.

Answer 5: The end-user suggests keeping the current configuration of 2x 3.5 HDDs + 1x M.2 SSD. This recommendation prioritizes cost-effectiveness for storage expansion. Hard disk drives (HDDs) offer a significant advantage in terms of price per gigabyte and are readily available.

Question 6: For the 24-inch monitor, Ms. Dela Cruz inquired about the suitability of a 23.8-inch monitor.

Answer 6: The end-user confirmed their acceptance of the 23.8-inch monitor.

Question 7: For laptops, Mr. Eleazar wanted to know if the end-user will accept a video card with more than 4GB of memory.

Answer 7: The end-user confirmed their acceptance of a video card with more than 4GB of memory.

The BAC and the BAC TWG shall review the queries made by prospective bidders during the pre-bid conference and the queries thru emails of the BAC Secretariat on or before April 26, 2024. The BAC shall issue the supplemental bid bulletin on or before April 29, 2024, if needed.

Posting of the supplemental bid bulletin on PhilGEPS website is on April 29, 2024

IV. Adjournment

The meeting was adjourned at 11:00 AM.



Date prepared: April 25, 2024

Prepared by: Approved by:

KEN RYAM P. ELEAZAR
Head, BAC Secretariat

Recommending Approval by:

MARISA R. LO
BAC Vide Chairperson

MARIA BELEN A. MILANES
BAC Member

PATRISHIA JOY F. REYTANA
BAC Member

