



Republic of the Philippines  
**National Irrigation Administration**  
Central Office

**Minutes of Meeting**  
**Pre-Bidding Conference**

**BS-014-2020: Supply, Delivery and Testing of Various IT Equipment for NIA Central Office**  
**December 11, 2020, 10:00 AM**  
**Classroom A, 3<sup>rd</sup> Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City**

Present:

**BAC-B**

Ailyne C. Agtuca-Selda	- Chairperson
Marty P. Cachapero	- Vice-Chairperson
Delsy J. Revellame	- Member
Rogelia C. Dela Torre	- Member
Lydia S. Esguerra	- Member

**Technical Working Group**

Rommel V. Guzman	- Member
Edilberto L. Chavez (via Google Meet)	- Member

**Observer**

Glenn C. Ortega	- IAS Representative
Yanley Tabayaay	- COA Representative

**Bidders' Representatives**

OJ Salazar (via Google Meet)	- DCI International IT Solutions & Services Corp
Joyce Melendez (via Google Meet)	- Joneco Tech Marketing
Nicole Francis A. Pua	- MOTMM Marketing

Absent:

**TWG**

Isidora M. Camaya	- Chairperson
Nastassja Nicole J. Flores	- Member

Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-014-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat, observer and prospective bidders' representatives.
- II. The BAC-B established that no bidder bought the bidding documents as of the time being. The BAC-B then explained that the purpose of having a pre-bid conference is for the official and prospective bidders to ask their queries and clarify the technical and financial parameters regarding the project for a good procurement process.



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- III. The Secretariat presented the details of the project.
- IV. Subsequently, the BAC-B asked the prospective bidders if they have any questions or clarifications:

BIDDER'S CONCERN	BAC's / TWG's / Secretariat's Response
<p>Mr. OJ Salazar from DCI International IT Solutions &amp; Services Corp.:</p> <ol style="list-style-type: none"> <li>1. Would you consider our offer of 23.8inch monitor for desktops that require a 24inch monitor?</li> <li>2. We want to clarify if all the items require warranty.</li> <li>3. Do we need to notarize the Sworn Statement for the After Sales Services?</li> <li>4. Do you still require certificate of exclusive distributorship/reseller for the tablets?</li> <li>5. Do you have any arrangement for alternative purchase and payment of the bidding documents?</li> <li>6. For the submission of bids, do you have electronic mode of submitting the bid documents?</li> <li>7. How many copies of bid documents are needed to submit?</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes. We will consider this and will be included in the supplemental notice.</li> <li>2. All of the items require a standard warranty of One (1) year.</li> <li>3. Yes. It should be notarized.</li> <li>4. We will take note of this query and include it in the supplemental notice if there will be any changes.</li> <li>5. Yes. There is an existing arrangement for the alternative mode of payment. We will inform the prospective bidders of this arrangement.</li> <li>6. We still implement manual submission of bids.</li> <li>7. Three (3) sets of Eligibility and Technical Component (under Envelope 1) and Financial Component (under Envelope 2).</li> </ol>

BIDDER'S CONCERN	BAC's / TWG's / Secretariat's Response
<p>Mr. Joyce Melendez from Joneco Tech Trading:</p> <ol style="list-style-type: none"> <li>1. For some of the Desktop Monitors, Blue Light feature is required. Is this a screen protector? Can we offer a monitor with a manufacturer standard instead?</li> <li>2. We want to clarify if all the items require warranty.</li> </ol>	<ol style="list-style-type: none"> <li>1. We will take note of this query and include it in the supplemental notice if there will be any changes.</li> <li>2. All of the items require a standard warranty of One (1) year.</li> </ol>



Republic of the Philippines  
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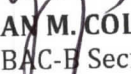
- V. The BAC-B Chairperson reminded the bidders the following:
- PhilGEPS Platinum Certificate does not need any attachment unless a permit or clearance is expired. For expired permit or clearance, please attach any proof that the renewal for the said permit or clearance is ongoing;
  - For the Statement of All Ongoing Contracts and Statement of Single Largest and Completed Contract (SLCC), fill-out the prescribed form completely and do not leave anything blank. Statement of All Ongoing Contracts does not need any attachment, however, for the SLCC please attach the required documents;
  - The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID;
  - For the Bid Form (Tables for Goods offered Abroad or within the Philippines), the bidder shall fill this out completely and shall not leave any field blank;
  - Bidders may ask for the softcopy of the Statement of All Ongoing Contracts and Statement of SLCC;
  - Audited Financial Statement shall be submitted as part of the bid proposal for the Bid Opening;
  - Do not forget to indicate the Total Cost for both Statement of All Ongoing Contracts and Statement of SLCC;
  - Three (3) sets of Eligibility and Technical Component (under Envelope 1) and Financial Component (under Envelope 2) will be submitted in the Bid Opening; and
  - Indicating a "dash" or "zero" for any of the fields in the bid price schedules means it is free.
- VI. The BAC-B reminded the prospective bidders that should there be any queries, they can submit it in written form until December 14, 2020 thru letter or email. Supplemental Notice, if any shall be issued on December 15, 2020.
- VII. Lastly, the BAC-B opened the floor for the queries and comments of the observer. The observer did not raise any question or comment.




Republic of the Philippines  
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There being no other matters to be discussed the BAC-B Chairperson thanked everyone present and adjourned the meeting at 11:00 AM.

Prepared by:

  
**CHRISTIAN M. COLINDRES**  
Member, BAC-B Secretariat

  
**ELAINE P. VILLANUEVA**  
Head, BAC-B Secretariat

Noted by:

**ATTY. MARTY P. CACHAPERO**  
BAC-B Vice-Chairperson

  
**ATTY. AILYNE C. AGTUCA-SELDA**  
BAC-B Chairperson