



**MINUTES OF BAC MEETING**  
**01 July 2021**

**Venue** : DENR Main Building and Online via Google Meet Platform

**Date/Time** : 01 July 2021, Thursday  
 10:00 AM onwards

**Agenda** : **Pre-Bid Conference** for the Procurement of Brand New Laptop Computers for the Department of Environment and Natural Resources-Manila Bay Coordinating Office (DENR-MBCO) under Bid Ref. No. DENR-CO-2021-024

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

Atty. Norlito A. Eneran	Vice Chairperson
Evelyn G. Nillosan	Alternate Vice Chairperson
Engr. Gilbert C. Mondroy	Member

**BAC Technical Working Group**

Atty. Anthony Raymond M. Velicaria	Head
Dianne G. Ibias	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Racquel Gongora-Maale	Member
Ivan Cayabyab	Member
Lia Cassandra A. Logmao	Member

**BAC Secretariat**

Lamberto S. Ramos	Member
Ma. Rosario T. Santiago	Member
Alleli G. Vergara	Member

Other office staffs

**Attendance of Participating Bidder/s**

Participating Bidder/s	Representative/s
<i>Procurement of Brand New Laptop Computers for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-024</i>	
1. I-Asiatic Innovations Phils. Inc.	Rachel C. Tolosa Renaissance Djenna M. Renacido
2. Quartz Business Products Corp.	Jessica B. Guillermo
3. SWPKS IT Solutions Inc.	Joan P. Barrera
4. Avid Sales Corporation	Jenilyn M. Umali Raegan Bustamante

*\*Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 19 November 2020*

**II. CALL TO ORDER**



The meeting was called to order at 10:00 AM and presided by the Vice Chairperson, to discuss the agenda stated above.

### III. ROLL CALL

The BAC Secretariat called the roll and informed the Vice Chairperson that three (3) members are present which constitute a quorum. The Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

### IV. SALIENT FEATURES OF DISCUSSION

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
  1. I-Asiatic Innovations Phils. Inc.
  2. Quartz Business Products Corp.
  3. SWPKS IT Solutions Inc.
  4. Avid Sales Corporation
  
- Before the discussion started, prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
  
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements
  - ✓ Invitation to Bid
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
      - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
    - Statement of all its ongoing government and private contracts
      - Form provided as per Annex I of the bidding documents
      - Within the last 3 years
    - Statement of the Bidder's Single Largest Completed Contract (SLCC)
      - Form provided as per Annex I-A of the bidding documents
      - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
      - Attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice
    - Original Bid Security

Project Title	Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration <i>(Annex II)</i>
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		Letter of Credit (2%) (P)		
Procurement of Brand New Laptop Computers for the DENR-MBCO	1,800,000.00	36,000.00	90,000.00	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
  - Duly conformed per Section VI and VII of the bidding documents
  - Write “comply” only
  - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of “Failed”.
- Sworn Statement
  - Form provided as per Annex III of the bidding documents
  - Usage of any of the following” or “and/or” in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and use the word “and”, all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of “Failed”.
  - Attached Proof of Authority of the bidder’s authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary’s Certificate/Board Resolution
- Audited Financial Statements (AFS)
  - Submit 2020 AFS
- Net Financial Contracting Capacity
  - Form provided with detailed computation as per Annex III of the bidding documents
  - Computation must be equal to the ABC of the project
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC
- ✓ Financial Documents
  - Completed and signed Financial Bid Form per Annex VI of the bidding documents
  - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
  - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
  - Signed and Accomplished Prices Schedule(s)
- ✓ Post Qualification Documents
  - Copy of at least one (1) Contract/PO or any equivalent document as proof of at least six (6) years’ experience in providing similar project (supply and delivery of laptop or desktop computers) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references;  
*Note: Said document must be dated not later than 2015*



- Copy of at least One (1) Contract/PO or any equivalent document to prove that the proposed brand has been supplied to the Philippine Government Agencies in the past five (5) years;
  - Valid and current ISO Certification in the name of the Principal of the brand being offered as follows (if not in English, please refer to Clause 11 of the Instruction to Bidders):
    - i. ISO 9001:2008 Certification
    - ii. ISO 14001: 2004 Certification
    - iii. Eco-label Certification that conforms to ISO 14024:1999 or ECMA 370
  - Certification issued by the Brand and Product Manufacturer accompanied with proof such as, but not limited to contract, delivery receipts, sales invoice and literature verifying that original and genuine parts will be available and serviceable for at least five (5) years in the Philippine Market;
  - Manufacturer's Certification that the proposed brand is an International brand name and is sold and marketed continuously in the Philippines for the last five (5) years attached with at least one (1) evidence for each year starting from the last day of submission of bids counting backwards as well as their contactable references;
  - Certification or any equivalent document to prove capacity and ability to provide maintenance service and technical support;
- After the presentation, the following question/clarifications were raised:

Questions/Concerns	DENR Response
Regarding QCA61x4A, this is very specific. Can this be omitted? In addition, do you need four (4) memory slots? Can this be minimum of two (2) slots?	Per the end-user, issue on the QCA61x4A can be considered but regarding the four (4) memory slots, they will stick with the requirement stated in the Terms of Reference (TOR).
Regarding the 128 GB Memory Expandable, can we offer two (2) 64 GB to reach the requirement so the two (2) memory slots can be considered?	This will be discussed by the end-user. If considered, this will be included in the Supplemental/Bid Bulletin No. 1 which will be issued on or before 07 July 2021.
Regarding the trackpad in Laptop No. 2, this trackpad is very specific in certain brand. Can this be omitted?	If considered, this will be included in the Supplemental/Bid Bulletin No. 1 which will be issued on or before 07 July 2021.

- The Member of the BAC also discussed regarding the RA 9184 which states that it is not allowed to have technical specifications which is/are brand specific.
- After thorough discussions, prospective bidder was advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 05 June 2021, 12:00 NN.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 07 July 2021 in order to proceed with the scheduled Bid Opening on 14 July 2021.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents not later than the scheduled submission of bids on 14 July 2021, 9:30 AM to be able to participate in the bidding.



PROJECT TITLE	COST OF BIDDING DOCUMENTS	Deadline of Submission of Bids
Procurement of Brand New Laptop Computers for the DENR-MBCO	Php 5,000.00	14 July 2021, 9:30 AM

**V. ADJOURNMENT**

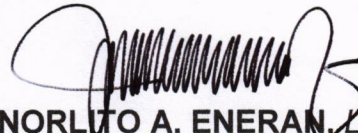
There having no matters to discuss, the BAC meeting was adjourned at 11:00 AM.

Prepared by:



**DIANNE G. IBIAS**  
 OIC Chief, Procurement Management Section &  
 Member, BAC Secretariat

Noted by:



**NORLITO A. ENERAN, LL.M., CESO III**  
 Director, Legal Affairs Service &  
 Vice Chairperson, Bids & Awards Committee