



Republic of the Philippines
Department of Environment Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

DENR Bids and Awards Committee for Regular Operations

**MINUTES OF BAC MEETING
14 May 2021**

Venue : DENR Main Building &
Online via Google Meet Platform

Date/Time : 14 May 2021, 9:30 AM onwards

Agenda : **Pre-Bid Conference for the following requirements:**

- a. Procurement of Brand New Laptop Computers for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-013
- b. Procurement of Multi-Platform Video Conferencing Hardware for the DENR-CO under Bid Ref. No. DENR-CO-2021-011

I. ATTENDANCE

DENR Bids and Awards Committee

Atty. Norlito A. Eneran	Vice-Chairperson
Dir. Maria Ellena Morillos Manila	Provisional Member/End-user
Ms. Maybell N. Mangubos	Member
Mr. Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member

DENR Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Ms. Dianne G. Ibias	Member
Ms. Raquel G. Maale	Member
Engr. Ivan Cayabyab	Member
Ms. Jessa B. Montes	Member
Ms. Ann Joanna B. Villarama	Member
Ms. Lia Cassandra A. Logmao	Member
Ms. Ma. Rosario T. Santiago	Member
Ms. Alleli G. Vergara	Member

Other Attendees

BAC Secretariat
Procurement Staff
Other Office Staffs

Attendance of Prospective Bidder/s

Prospective Bidder/s	Representatives
A. Procurement of Brand New Laptop Computers for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-013	
1) Columbia Technologies, Inc.	• Aiza Gonzales Mendoza
2) Pronet Systems Integrated Network Solution Inc.,	• Marilou Moreno
3) PROEVENT	• Charity B. Bulahan
4) Quartz Business Products Corp	• Jessica B. Guillermo
5) DCI Int'l IT Solutions & Services Corp.	• OJ Kyle Jenezis Salazar
B. Procurement of Multi-Platform Video Conferencing Hardware for the DENR-CO under Bid Ref. No. DENR-CO-2021-011	
1) SWPKS IT Solutions Inc.	• Joan P. Barrera
2) AVLS - All Visual Lights & Systems Corp.	• Raymond Christopher Uy Tan
3) American Technologies, Inc.	• Karesia, R. Friginal,
	• Lester G. Forbes,
4) Neo tech Asia Distribution	• Regine Redilla
	• Rex N. Arico
5) The Brain Computer Corporation	• Janice L. Bautista
	• Norman S. Alcantara
6) Avid Sales Corporation	• Oliver, A. Mactal
	• Domingo, A. Boragay

***Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 14 May 2021**

I. CALL TO ORDER

The meeting was called to order at 9:40 AM and presided by the BAC Vice Chairperson, to discuss the agenda stated above.

II. ROLL CALL

The BAC Secretariat called the roll and informed the BAC Vice Chairperson that five (5) members are present which constitute a quorum. The BAC Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

III. SALIENT FEATURES OF DISCUSSION

Pre-Bid Conference

A. Procurement of Brand New Laptop Computers for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-013

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective Bidders:
 - ✓ Columbia Technologies, Inc.
 - ✓ Pronet Systems Integrated Network Solution Inc.
 - ✓ PROEVENT
 - ✓ Quartz Business Products Corp
 - ✓ DCI Int'l IT Solutions & Services Corp.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulation (IRR).
- A brief presentation on the new and simplified 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 II of the bidding documents
 - Within the last 3 years
 - Statement of the Bidder's Single Largest Completed Contract (SLCC)
 - Form provided as per Annex II-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 ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
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 with stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021
- 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)

✓ Checklist of Requirements.

- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications which were answered as follows:

Queries/Clarifications		Response												
<p>On Delivery period</p> <p>Requesting for extension of the Supply and Delivery of Laptops from 45 Calendar Days to 90 Calendar Days from receipt of Notice to Proceed</p>		<p>Approved by the End-user. Changes will be reflected thru a Supplemental/Bid Bulletin No. 1 to be issued not later than 20 May 2021</p>												
<p>On Technical Specifications</p> <p>Requesting clarifications on the following:</p> <p>Laptop No. 1: Five (5) Units High End Laptop Computers</p> <table border="1"> <tr> <td>Processor Model</td> <td>Intel Core i9 8950HK Processor; 9 th Generation (8-Core) to <i>Intel Core i9 8950HK Processor; 10th Generation (8-Core) or latest</i></td> </tr> <tr> <td>Memory Speed:</td> <td>Min 2933 MHz – max 35200 MHz to <i>Min 2666 MHz – 35200 MHz</i></td> </tr> <tr> <td>Memory & Storage:</td> <td>Memory Expandable Up to 512 GB to <i>Up to 128 GB</i></td> </tr> <tr> <td>Optical Drive:</td> <td>External Options -is this only option?</td> </tr> <tr> <td>Battery:</td> <td>Min - 3-cell 56WHr battery; max 6-cell 97WHr to Min - 3-cell 56WHr battery; <i>max 8-cell 150WHr</i></td> </tr> <tr> <td>Size:</td> <td>Weight Min 1.4 kg – Max 1.8 kg to <i>Max 2.25 kg</i></td> </tr> </table>		Processor Model	Intel Core i9 8950HK Processor; 9 th Generation (8-Core) to <i>Intel Core i9 8950HK Processor; 10th Generation (8-Core) or latest</i>	Memory Speed:	Min 2933 MHz – max 35200 MHz to <i>Min 2666 MHz – 35200 MHz</i>	Memory & Storage:	Memory Expandable Up to 512 GB to <i>Up to 128 GB</i>	Optical Drive:	External Options -is this only option?	Battery:	Min - 3-cell 56WHr battery; max 6-cell 97WHr to Min - 3-cell 56WHr battery; <i>max 8-cell 150WHr</i>	Size:	Weight Min 1.4 kg – Max 1.8 kg to <i>Max 2.25 kg</i>	<p>The end-user notes the observations and clarifications which will be officially answered thru a Supplemental/Bid Bulletin No. 1 to be issued not later than 20 May 2021</p>
Processor Model	Intel Core i9 8950HK Processor; 9 th Generation (8-Core) to <i>Intel Core i9 8950HK Processor; 10th Generation (8-Core) or latest</i>													
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Size:	Weight Min 1.4 kg – Max 1.8 kg to <i>Max 2.25 kg</i>													
<p>For clarification:</p> <p>Only Hardware will be provided by the bidder, software is not included?</p>		<p>Yes</p>												

- After thorough discussions, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter or email addressed to the BAC Chairperson on or before 17 May 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders and submit the Revised Terms of Reference on or before 20 May 2021 in order to proceed with the scheduled Bid Opening on 27 May 2021
- For the Secretariat, to include changes/amendments to the Bidding Documents on the bid bulletin.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to Php5,000.00 not later than the scheduled submission of bids on 27 May 2021, 8:30 AM to be able to participate in the bidding.

B. Procurement of Multi-Platform Video Conferencing Hardware for the DENR-CO under Bid Ref. No. DENR-CO-2021-011

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective Bidders:
 - ✓ SWPKS IT Solutions Inc.
 - ✓ AVLS - All Visual Lights & Systems Corp.
 - ✓ American Technologies, Inc.
 - ✓ Neo tech Asia Distribution
 - ✓ The Brain Computer Corporation
 - ✓ Avid Sales Corporation
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulation (IRR).
- A brief presentation on the new and simplified 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 II of the bidding documents
 - Within the last 3 years
- Statement of the Bidder's Single Largest Completed Contract (SLCC)
 - Form provided as per Annex II-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 ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II- Page 45)
3,941,000.00	78,820.00	197,050.00	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
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 - 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 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021
- 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)


✓ Checklist of Requirements.

- After the presentation, the prospective bidders were given the chance to raise their queries with regards to the preparation of bidding documents and other documentary requirements.
- On the other hand, prospective bidders with queries and clarifications relative to the project's Schedule of Requirements and Technical Specifications were advised to submit such thru a letter or email addressed to the BAC Chairperson on or before 17 May 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders on or before 20 May 2021 in order to proceed with the scheduled Bid Opening on 27 May 2021.
- For the Secretariat, to include changes/amendments to the Bidding Documents on the bid bulletin, if any.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to Php5,000.00 not later than the scheduled submission of bids on 27 May 2021, 9:30 AM to be able to participate in the bidding.

III. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 11:20 AM.

Prepared by:



DIANNE G. IBIAS

OIC-Chief, Procurement
Management Section, PSMD &
Head, BAC Secretariat

Noted by:



ATTY. NORLITO A. ENERAN, CESO III
Director, Legal Affairs Service &
Vice Chairperson, Bids and Award Committee