



**MINUTES OF THE PRE-BID CONFERENCE**  
**20 OCTOBER 2023**

**SUPPLY AND DELIVERY OF VARIOUS COMPUTERS**  
**PUBLIC BIDDING NO. VMC-2023-040**

The following were present during the conference:

**BIDS & AWARDS COMMITTEE:**

Dr. Joseph T. Nocom – Chairperson  
Engr. Zoraida S. Cuadra – Vice-Chairperson  
Mr. Edsel S. Martin – BAC Member  
Atty Jose Paulo Gonzales – BAC Member  
Mr. Juan B. Sapasap, Jr. – BAC Member  
Ms. Shirlene V. Vianzon - Provisional Member  
Mr. Billy T. Lucena - Provisional Member

**BAC SECRETARIAT:**

Ms. Ligaya Ubalde – Head  
Ms. Angelita Dayego  
Ms. Kristine Joy Manuel – in-charge  
Mr. Rannier John Fajardo  
Ms. Aileen Pacheco  
Ms. Maiko Janzel Dizon  
Mr. Lester John Jake Divino

**TWG, END-USERS & OBSERVERS:**

Mr. Renato Acordo – TWG  
Mr. Edmer Moriente – TWG  
Ms. Almira Satumba – Observer, OIC-FMO II  
Ms. Rufina Vadil – Observer, Head-Budget Office  
Ms. Catherine F. Sofia – Observer, MMS

Mr. Raymund Macuana – Observer, Accnt. III  
Mr. Roderick Balagtas – Observer, Proc.

**PARTICIPANTS / PROSPECTIVE BIDDERS:**

1. Mr. Rhener Balonio – Columbia Tech Inc.
2. Mr. Roland Carrido – Joneco Tech Marketing Corp.
3. Mr. John Paul Barbadia – Avid Sales Corp.
4. Ms. Hazel Lacdo-o – Pronet Systems Integrated Network
5. Ms. Angela Janiva – Xitrix Computer Corp.

The conference started at 10:00am and was presided by Dr. Joseph T. Nocom, Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. He acknowledged the presence of all representatives of each prospective bidder, the members of the BAC Committee, BAC Secretariat, TWG Members as well as the invited observers. He reminded everyone that the Committee strictly adheres to Republic Act No. 9184 or the Government Procurement Act and the Standard Public Bidding Documents.

**BUSINESS MATTERS:**

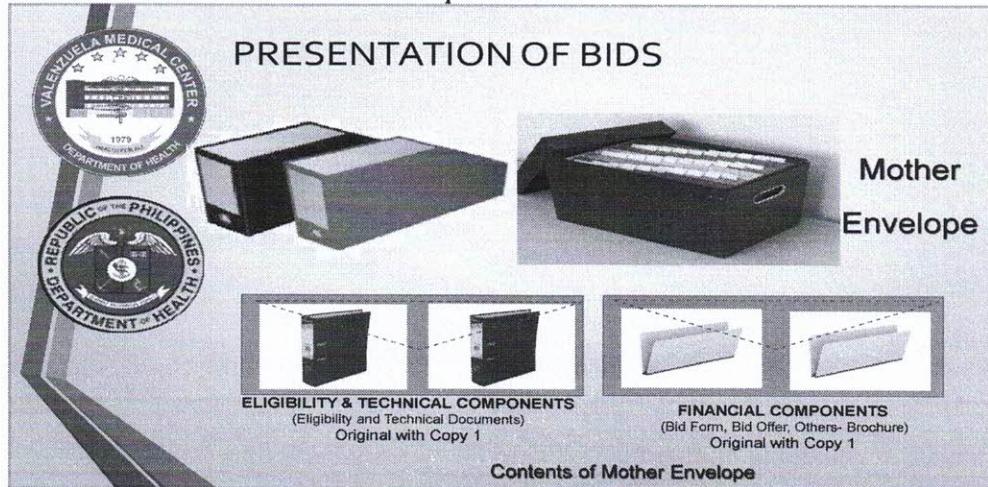
- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid.
- Bid Security will be forfeited if withdrawn during the validity period.
- Notice of Award will be faxed to winning bidders. The following day will be counted as 1<sup>st</sup> day of receipt.
- CTC of documents by the bidder itself are acceptable provided that the bidder will submit the Omnibus Sworn Statement. (Note: State CTC based on original, photocopy, etc.)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.
- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended

**PRESENTATION OF BIDS:**

- Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted simultaneously.
- Bidders shall enclose the "Original" and "Copy 1" of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The "Original" and "Copy 1" of

their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.

- These 2 envelopes shall be enclosed in any sealed Box (preferably Data File Box) with cover.
- No color preference for the Folders and Boxes.
- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.



➤ Documents Comprising the Bid: Eligibility and Technical Components – 1<sup>st</sup> Envelope

(A) **Eligibility Documents**

**Class "A" Documents:**

(i)

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

(ii)

- b. Statement of the prospective bidder of **ALL** its on-going Government and Private Contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years as provided in the Bidding Documents;
- d. Original copy of Bid Security. If in the form of a surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
- e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- f. Original duly signed Omnibus Sworn Statement (OSS);  
Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- g. The prospective bidder's computation of its Net Financial Contracting Capacity's (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

➤ **FINANCIAL COMPONENT ENVELOPE – 2<sup>nd</sup> Envelope**

The second envelope shall contain the financial information/documents as specified in the PBDs

- i. Original of duly signed and accomplished Financial Bid Form;
- j. Original of duly signed and accomplished Price Schedule(s).
- k. Brochures/Data Sheet

*Other documentary requirements under RA No. 9184 (as applicable)*

(l) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification form the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post-Qualification)**

1. Bidding Documents duly signed/initialed by the authorized representative of the prospective bidder (each page). Attach Official Receipt as proof of payment of bidding documents
2. Document Request List (DRL) from PhilGEPS (Optional)
3. Bid Bulletin/s, if any
4. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
5. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. Please attach Official Receipt (OR).
6. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
7. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with 2022 ITR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
8. Certificate of Good Performance from at least one (1) Government or Private Hospital/Agency except from Valenzuela Medical Center (CY 2022 to present)
9. Special Power of Attorney – If single proprietorship
10. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement
11. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document
12. Certificate of Stocks Availability from Suppliers (Notarized).
13. Proof of Evidence for Green Procurement Policy (GPP) or Certification from the Bidder that the items to be delivered are made of recyclable materials, environment-friendly and energy efficient, including packaging.

**SUPPLY AND DELIVERY OF VARIOUS COMPUTERS****REVIEW OF SPECIFICATIONS:**

PR# 23-09-1004

ITE M NO.	UOM	ITEM DESCRIPTION	QTY	ABC	TOTAL ABC
1	unit	DESKTOP PC	31	70,090.00	2,172,790.00
		Processor: Intel Core i5 12th Gen or Above			
		Memory: 16GB DDR4 3200MHz Memory or Higher			
		Storage (SDD/HDD): 512GB SSD			
		Display: 24" Full HD 75Hz, Professional IPS Monitor			
		Graphics: Integrated Intel HD Graphics			
		Network: Gigabit Ethernet 10/100/1000			
		Wireless: Intel Dual Band Wi-Fi 6 AX201 2x2 AX+ Bluetooth			
		Audio: Integrated high definition sound			
		Keyboard and Mouse: Ergonomic Design USB Business Keyboard and Mouse with Mouse Pad			
		Chassis: Mid Tower Form Factor			
		I/O Ports:			
		Front Panel: 2 USB Port, 2.5mm Jack			
		Rear I/O Connectors: 1 HDMI Port, 1 VGA Port, 1 LAN 1Gbps, 3 Audio Jack (Line Out/Line In/Mic In), USB 2.0 Ports, USB 3.0 or higher Ports			
		Power Supply: 300 Watts 80 Plus High Efficiency Power Supply (Standard Power Supply)			

		UPS: 650VA line interactive with built in AVR			
		Operating System: Windows 11 Pro			
		Microsoft Office: Microsoft Office Business 2021 (Word, Excel, Powerpoint and Outlook)			
		Additional:			
		Headset: Noise Cancel USB headphone			
		Speaker: USB Power Speaker			
		WebCam: 2MP 1080p 30FPS AF Wide 360 Rotate			
		Warranty: Three (3) years on Parts and Labor (3-3-0)			
		<b>DELIVERY SCHEDULE: 30CD</b>			
		<b>ADDITIONAL REQUIREMENTS:</b>			
		The Brand Manufacturer must be an ISO 9001:2015. for the past 10 years (submit a copy during the bid submission)			
		The Brand Manufacturer must be an ISO 14001:2015. (submit a copy during the bid submission)			
		The Brand must be in the Philippine market for more than Fifteen (15) years. (submit a certification form the Brand Manufacturer during the bid submission)			
		Manufacturer Certificate and Warranty Certificate from the brand manufacturer			
		Certification that the bidder employs at least 3 certified technicians from the offered brand.			
		<b>WARRANTY REQUIREMENTS:</b>			
		Three (3) years warranty parts, labor and on-site is required on all delivered goods and shall take effect upon issuance of Certificate of Final Acceptance			
		<b>TECHNICAL SUPPORT:</b>			
		The Brand Manufacturer must have a Helpdesk Support System in place to accommodate technical request of the end-users. Helpdesk system must have the following: <ul style="list-style-type: none"> <li>• Must provide ticket for each technical request or issues and must provide status report until resolution.</li> <li>• Must support notification for technical support via telephone, email and web</li> <li>• Four (4) hours of response time upon notification of service repair</li> </ul>			
		Green Technical Specifications: <ul style="list-style-type: none"> <li>- At least ENERGY STAR 6.1 for computers and 7.0 for monitors criteria</li> </ul>			
		<b>Allocation:</b> 3 - OB OPD, 1 - SURGERY OPD, 2 - FAM MED OPD, 1 - DERMA OPD, 5 - ER, 2 - PROCUREMENT, 1 - ABTC, 2 - HIMD/ADMITTING, 1 - ER TENT, 1 - DERMA DEPT, 2 - CASHIER, 2 - BILLING, 2 - MSWS, 1 - CSR, 1 - OR CSR, 1 - DELIVERY ROOM, 3 - ACCOUNTING			

2	unit	<b>NOTEBOOK (LAPTOP)</b>	1	81,116.33	81,116.33
		Processor: Intel Core i7 11th Gen or Above			
		Memory: 16GB DDR4			
		Storage SSD/HDD: 1TB SSD Drive			
		Graphics: 2GB Dedicated GDDR4 graphics			
		Display: at least 15.6", FHD (1920x1080), IPS 144 Hz			
		Connectivity: WLAN - 802.11 a/b/g/n/ac wireless dual band and supports bluetooth 5.0 and later			
		WebCam: 720p (1280 x 720 resolution)			
		Operating System: Windows 11 Pro			
		Microsoft Office: Microsoft office Business			
		I/O Ports: 1-HDMI Port, 1-LAN 1 Gbps, 2-USB 2.0			
		Additional: Laptop bag (backpack), Wireless Mouse (with battery)			
		Headset: Noise Cancellation USB Headphone			
		<b>Additional Requirements:</b> Green Technical Specifications: - At least ENERGY STAR 6.1 for computers and 7.0 for monitors criteria			
		Warranty: One (1) year on Parts and Labor			
		<b>DELIVERY SCHEDULE: 30CD</b>			
		<i>Allocation: HRMO</i>			
3	unit	<b>NOTEBOOK (LAPTOP)</b>	1	150,793.00	150,793.00
		Processor: Intel Core i7 13th Gen			
		Memory: 16GB DDR4 (8GB*2 4800 MHz)			
		Storage SSD/HDD: 1TB PCIE SSD			
		Graphics: 8GB DDR6 NVIDIA GeForce RTX 4070			
		Display: 15.6", FHD or higher, 165Hz or above			
		Network and Communication:			
		-Wireless LAN (IEEE 802.11 a/b/g/n/ac/ax) Ethernet			
		Technology: Gigabit, Bluetooth Standard: 5.1, Built-in Device: Microphone			
		Interfaces/Ports:			
		HDMI Output - 1, Number of USB Port - 4, 1 - RJ45 LAN - 10/100/1000 Mbps			
		WebCam: 720p (1280 x 720 resolution)			
		Operating System: Windows 11 Pro			
		Additional:			
		Laptop Bag (backpack) and Wireless Mouse (with battery)			
		Headset: Noise Cancellation USB Headphone			
		<b>Additional Requirements:</b> Green Technical Specifications: - At least ENERGY STAR 6.1 for computers and 7.0 for monitors criteria			

		<b>Warranty: One (1) year on Parts and Labor</b>			
		<b>DELIVERY SCHEDULE: 30CD</b>			
		<i>Allocation: EFMS</i>			
				<b>TOTAL:</b>	<b>2,404,699.33</b>

**Other Matters:**

- Bid Bulletin will be posted, if any.

**BID Opening will be on NOVEMBER 3, 2023, 10:00 AM (FACE-TO-FACE/ZOOM)**

The pre-bidding conference was adjourned at 12:30pm.

Prepared by:

KRISTINE JOY R. MANUEL  
BAC Secretariat



Noted by:

JOSEPH T. NOCOM, MD, FPOA  
Chairperson, BAC

