





	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> Control of Records Quality Form <b>HIGHLIGHTS OF THE MEETING</b>	PCAF-QP03-F03 Version 2
		BAC-HoM-2023-055
		<i>Reference Number</i>
	Date:	12/11/2023

<b>Title of Meeting:</b>	Pre-Bid Conference re: Early 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										
<b>Date &amp; Time:</b>	December 7, 2023/2:00 PM										
<b>Venue:</b>	BAC Conference Room										
<b>No. of Participants:</b>	23										
<b>Sex Ratio:</b>	<input type="text" value="13"/> Male <input type="text" value="10"/> Female										
<b>Classification of Participants (No.):</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="text" value="23"/> Government</td> <td style="width: 50%; border: none;"><input type="text"/> Private Sector</td> </tr> <tr> <td style="border: none;"><input type="text"/> Academe</td> <td style="border: none;"><input type="text"/> Academe</td> </tr> <tr> <td style="border: none;"><input type="text"/> PWD</td> <td style="border: none;"><input type="text"/> PWD</td> </tr> <tr> <td style="border: none;"><input type="text" value="1"/> Senior Citizen</td> <td style="border: none;"><input type="text"/> Senior Citizen</td> </tr> <tr> <td style="border: none;"><input type="text" value="1"/> Indigenous People</td> <td style="border: none;"><input type="text"/> Indigenous People</td> </tr> </table>	<input type="text" value="23"/> Government	<input type="text"/> Private Sector	<input type="text"/> Academe	<input type="text"/> Academe	<input type="text"/> PWD	<input type="text"/> PWD	<input type="text" value="1"/> Senior Citizen	<input type="text"/> Senior Citizen	<input type="text" value="1"/> Indigenous People	<input type="text"/> Indigenous People
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<input type="text"/> Academe	<input type="text"/> Academe										
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<input type="text" value="1"/> Senior Citizen	<input type="text"/> Senior Citizen										
<input type="text" value="1"/> Indigenous People	<input type="text"/> Indigenous People										

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
<b>I. Call to Order</b>	The meeting was called to order at 2:00 PM 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.		
<b>II. Attendees</b>			
<b>Prospective Bidders</b> Operation Officer: Agency: Operation Officer: Agency: Operation Officer: Agency:	<ul style="list-style-type: none"> <li>● <b>Ms. Rizalyn Dela Cruz</b> Idenico Computer Corp.</li> <li>● <b>Mr. Trish Maersk Ballado</b> Joneco Tech Marketing Corp.</li> <li>● <b>Mr. Ian Carlo Pangan</b> Infobahn</li> </ul>		
<b>BAC</b>	<ul style="list-style-type: none"> <li>● Ms. Melinda T. Quinones</li> <li>● Ms. Jahensi E. Supanga</li> <li>● Mr. Reynaldo Villanueva Jr.</li> </ul>		
<b>BAC Secretariat</b>	<ul style="list-style-type: none"> <li>● Mr. Ken Ryan P. Eleazar</li> <li>● Mr. Sonny A. Chua Jr.</li> </ul>		
<b>BAC-TWG Head</b>	<ul style="list-style-type: none"> <li>● Mr. John Errasmus Montiano</li> </ul>		
<b>End-User</b>	<ul style="list-style-type: none"> <li>● Mr. Ernani Pangilinan</li> <li>● Mr. Juan Miguel Rentosa</li> </ul>		
<b>Observer</b>	<ul style="list-style-type: none"> <li>● Mr. Nicky Joseph Yagumyum</li> </ul>		
Staff, PMKMD  Representative, PCAFEA			

<p><b>III. Topics Discussed</b></p> <p>A. Presentation of the Bidding Documents</p> <p>-Terms of Reference</p> <p>B. Questions and Answers</p>	<p>Ms. Jahensi Supanga, BAC Member, presented the following:</p> <p><b>a. Rules for the Conduct of Early Procurement Activity (EPA)</b></p> <ul style="list-style-type: none"> <li>● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities)</li> <li>● Fixed Price Rules in Procurement</li> <li>● Bid Validity</li> <li>● Award of Contract</li> </ul> <p><b>b. Instructions to Bidders</b></p> <ul style="list-style-type: none"> <li>● Scope of Bid</li> <li>● Funding Information</li> <li>● Eligible Bidders</li> <li>● Subcontracting</li> <li>● Clarification and Amendment of Bidding Documents</li> <li>● Eligibility and Technical Components</li> <li>● Bid and Payment Currencies</li> <li>● Bid Security</li> <li>● Sealing and Markings of Bid</li> <li>● Post Qualification</li> </ul> <p><b>c. General Condition of Contract</b></p> <ul style="list-style-type: none"> <li>● Advance Payment and Terms of Payment</li> <li>● Performance Security</li> <li>● Inspection and Test</li> <li>● Warranty</li> <li>● Liability of the Supplier</li> </ul> <p>Mr. Ernani Pangilinan and Juan Miguel Rentosa, Staff of the Planning, Monitoring and Knowledge Management Division (PMKMD) presented the Terms of Reference (TOR) of the study.</p> <p>Mr. Rentosa discussed the technical specifications of the following:</p> <ol style="list-style-type: none"> <li>1. Laptop</li> <li>2. Desktop <ul style="list-style-type: none"> <li>● Monitor</li> <li>● Keyboard</li> <li>● Mouse</li> <li>● Webcam</li> </ul> </li> <li>3. Antivirus Software</li> <li>4. Office Productivity Tools</li> </ol> <p><b>From Mr. Ballado</b> Operation Officer Jonco Tech Marketing</p> <p><b>Question 1:</b> Upon verification, the Ryzen 5 7535HS has only supported at least 6 cores (hexa core), instead of 8 cores.</p> <p><b>Reply:</b> There are several Ryzen 5 processors that offer up to 8 cores (octa core).</p>		
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	<p><b>Question 2:</b> In the input device - 4 zone RGB gaming keyboard, if the keyboard is supposed to be RGB only and single color? Is it still compliant to the technical specifications?</p> <p><b>Reply:</b> No, it does not meet technical specifications.</p> <p><b>Question 3:</b> About desktop memory, the technical specifications indicate that 1x 16GB memory is needed, is it okay if we replace it with 2x 8GB memory?</p> <p><b>Reply:</b> Yes, we will include it in the issuance of the supplemental bid.</p> <p><b>Question 4:</b> Is it necessary that the monitor and desktop have the same brand?</p> <p><b>Reply:</b> Yes, the same brand should apply.</p> <p><b>From Ms. Dela Cruz</b> Operation Officer Idenico Computer Corp.</p> <p><b>Question 1:</b> Same as Question No. 1 of Mr. Ballado of Joneco Tech Marketing.</p> <p><b>Question 2:</b> How many years is the subscription for antivirus?</p> <p><b>Reply:</b> The Anti-Virus Software should have a one year subscription.</p> <p><b>Question 3:</b> What kind of office productivity tools are needed? Can we offer basic/regular office tools?</p> <p><b>Reply:</b> Yes, as long as it is not the 365 office because what we need is a perpetual license.</p> <p>The BAC together with 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 December 11, 2023. The BAC shall issue the supplemental bid bulletin on or before December 14, 2023, if needed.</p> <p>Deadline of posting the supplemental in PhilGEPS website is on Dec 14, 2023</p>		
IV. Adjournment	The meeting was adjourned at 4:30 PM. The next meeting is scheduled on December 11, 2023 at 10:00 AM.		

Date prepared: December 11, 2023	
Prepared by:	Approved by:
 <b>KEN RYAN P. ELEAZAR</b> Head, BAC Secretariat	 <b>MELINDA T. QUIÑONES</b> BAC Chairperson
Recommending Approval by:	
 <b>ENGR. JAHENSI E. SUPANGA</b> BAC Member   <b>ENGR. REYNALDO VILLANUEVA JR.</b> Alternate BAC Member	

