

## SMALL BUSINESS CORPORATION

### PRE-BID CONFERENCE PROCUREMENT OF COMPUTER SYSTEM (G-2019-COMPSYS-01)

#### MINUTES OF THE MEETING

Present were:


BAC Members	BAC Secretariat & TWG Members	COA Observer & Procuring Unit
1) Atty. Richard B. Dasal	5) Annabella A. Reyes	10) Victor Serrano, Jr.
2) Atty. Jessie R. Reotutar	6) Ma. Elizabeth C. Mendoza	11) Billie Jean P. Lagazo
3) Julieta S. Calimlim	7) Michael M. Medina	
4) Evelyn P. Feias	8) Grace R. Dalisay	PROSPECTIVE BIDDERS
	9) Cyril Castueras	12) Judith Mape – Advance Solutions
		13) Robert Fernandez – Unison Comptr.
		14) Juanel P. Donesa – DCI Int'l. IT Sol.

The Pre-Bid Conference for the Procurement of Computer Systems, held at the 18F Mini Conference Room, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City, was called to order at 2:00 p.m. of 15 May 2019 and was presided by Atty. Richard B. Dasal, BAC Chairman.


1. Business Matters:
  - Discussion on the requirements of the agency specifically the technical specifications of the units to be bid
  - Replies to the bidders' queries about the requirements, specifications and other related matters.
  - Reminders on the date and manner of submission of bids.
2. Noted comments/reactions from the BAC representatives and bidders:
  - The prospective bidders raised the issues on the operating system of the required units. According to the bidders, Windows 7 is now outdated and what is available in the market is already Windows 10.
  - One bidder asked the body if they will be disqualified if they offer Windows 10 and the TWG replied that the specifications specified in the TOR are just minimum requirements.
  - The issue on display port connector was also discussed. The bidders requested that the word "serial port" be deleted.
  - The body agreed that a bid bulletin shall be issued to clarify all issues raised during the meeting.
  - The delivery schedule specified under Section VI. - (Schedule of Requirements) shall be changed from 15 to 20 days to 45 to 60 calendar days after receipt of Notice to Proceed.

There having no other remaining topics for discussion, the pre-bid conference adjourned at 3:15 p.m.

Prepared by:

  
Ma. Elizabeth C. Mendoza  
BAC Secretariat Staff

Reviewed by:

  
Annabella A. Reyes  
BAC Secretariat Head