

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF VIDEO
CONFERENCING SYSTEM
28 AUGUST 2019 (WEDNESDAY), 2:00 PM
FTI CONFERENCE ROOM**

I. ATTENDANCE

FTI BAC MEMBERS

NAME	POSITION/DESIGNATION
1. John Gabriel Benedict C. Trinidad III	BAC Chairman
2. Hermenegildo P. Villaruel	BAC Regular Member
3. Anthony C. Victorio	BAC Regular Member
4. Oliver J. Molera	Provisional Member, Project Proponent

FTI BAC SECRETARIAT

5. Ronald Bryan C. Camansag	BAC Secretariat
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OBSERVER

6. Juanita Lualhati	IAU Observer
7. COA Representative	COA Observer

NOT PRESENT

8. Katherine May R. Villariza	BAC Vice- Chairman
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BIDDERS

9. Roselle Camat	EGM Systems
10. Geneva Malabay	EGM Systems
11. Edmar Canin	Pronet System
12. Erica Dailo	
13. Laisa Rose De Guzman	
14. Sanny Belonio	

II. CALL TO ORDER

The meeting was called to order at 2:02 PM. After confirmation of the quorum, The Chairman introduced the BAC Members and recognized the presence of four (4) prospective bidders for the project, **SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF VIDEO CONFERENCING SYSTEM**. After discussing the Terms of Reference, the meeting was officially opened for clarifications.

III. DISCUSSION AND CLARIFICATIONS

BIDDERS' CONCERN	BAC RESPONSE
Bidder inquired regarding the Single Largest Contract of the Project	The Chairman responded that bidder should comply with what is stated in the Terms of Reference. Also stated that bidder should have at least a similar project either past or on-going since BAC-TWG will have to visit/ inspect the site as part of Bid Evaluation.

BIDDERS' CONCERN	BAC RESPONSE
Bidder inquired if there is a need of a Certified Engineer to deploy for the project.	The Proponent responded that the winning bidder should have at least a Specialist or Expert to deploy the project and having a Certified Engineer is a plus factor. The Chairman also stated that the winning bidder will be the one to facilitate the installation and configuration.
Bidder asked if the delivery period can be extended to sixty (60) days as the device will be coming from abroad.	The Chairman responded that the equipment should be delivered within the given time frame as stated in the Terms of Reference.
Bidder inquired about Bidder's Qualification stating " <i>Bidders must be an authorized reseller of IT resources, showing a creditable track record as vendor of information technology hardware and software for at least five (5) years to various organizations (private and government agencies)</i> "	The Chairman stated that according to the Government Procurement Policy Board, " <i>the eligibility was streamlined to allow greater participation and enhance competition among prospective bidders.</i> " Having stated that, the BAC will issue a Bid Bulletin.

During discussions, the Chairman restated that warranty should be three (3) years from the date of acceptance. Moreover, a Certificate of Site Inspection is required to be submitted since the installation and deployment will need to identify the proper placement of the device.

After the BAC Chairman discussed the Technical Specifications stated in the Terms of Reference, it was mentioned that a BAC will issue a Bid Bulletin amending the opening of bids in compliance for the earliest possible time period allowed from the date of the Pre-Bidding Conference until the deadline of the submission of bids.

Furthermore, the Chairman also discussed the proper procedure in submitting the bidding documents. The bidder shall submit one (1) original and two (2) duplicate copies of bidding documents containing in each envelope the Technical and Financial Components of the Bid, signed and sealed as stated in the Bid Data Sheet of the Bidding Documents. Moreover, it was also mentioned that FTI-BAC will follow strict rule of time in the opening of bids as late submission of bids will not be honored.

IV. ADJOURNEMENT

With no further instructions and clarification from the BAC, the Pre-Bid Conference was adjourned at 2:28 PM

Prepared by:


RONALD BRYAN C. CAMANSAG
 FTI-BAC Secretariat

Approved by:


JOHN GABRIEL BENEDICT C. TRINIDAD III
 Chairman, BAC