



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
 Intramuros, Manila



PLM-BIDS AND AWARDS COMMITTEE (PLM-BAC)

Minutes of the Pre-Bid Conference

Date	10 January 2019	Venue	PRMEC		Meeting No.	2 nd PLM-BAC Meeting
Day	Thursday	Start	10:26 am	11:30 am	Minutes Taker	GILBERT S. DADOR

ATTENDEES	
Name	Minutes Approval Signature/Remarks
Atty. RUFINO V. ABUDA <i>BAC Chairperson/ Vice President for Legal Affairs</i>	Signed
Arch. GIL C. EVASCO <i>BAC Vice-Chairperson / Vice President for Academic Affairs</i>	Signed
Mr. BENEDICTO L. AVILA <i>BAC Member/AVP for ICTO</i>	(Absent)
Mr. ROOSEVELT D. DOMINGUEZ <i>BAC Member/AVP for Administration</i>	Signed
Mr. EDUARDO G. RONQUILLO <i>BAC Member / Budget Office</i>	Signed
<p>End-User/PMO:</p> <ol style="list-style-type: none"> 1. Engr. Leisyl Ocampo, ICTO 2. Mr. Reynaldo Medina, ICTO 3. Mr. Michael Tavas, CET 4. Ms. Consuelo Sarip, Acting Chief, USO 5. Engr. Karen Leyson, Chief, PFMO 6. Engr. Jason Garcillan, PFMO 7. Mr. Leo Rivas. PFMO <p>Bidder's Representatives:</p> <p style="text-align: center;"><u>Bridgeway Interconnection of GV New, GV Right, G. Atienza, G. Bagatsing, G. Katipunan(Phase1) for GAD and PWD.</u></p> <ol style="list-style-type: none"> 1. No prospective bidder attended <p style="text-align: center;"><u>Supply and Installation of CCTV Cameras</u></p> <ol style="list-style-type: none"> 1. Ms. Ana Marie Padua / Elcom SNC 2. Mr. Mark Francis Padua / Elcom SNC 2. Mr. Oliver Dacumos / Compart 3. Mr. Jeffrey Natividad / Alchemist Multimedia 4. Ms. Mary Jane Gonzales / EGL Veracity <p>Guest(s)/Observer (s):</p> <ol style="list-style-type: none"> 1. <p>TWG Legal:</p> <ol style="list-style-type: none"> 1. Atty. JACINTO C. GARCIA, JR. 	

<p> TWG Technical: 1. Engr. JUAN C. TALLARA, JR. 2. Engr. DENNIS EDWARD DIANO 3. </p> <p> TWG Finance: 1. Ms. MARIA DIANA S. NOVISTEROS </p> <p> BAC Secretariat: 1. Atty. MAY ANGELI M. ESTOLAS 2. Mr. CHRISTOPHER E. BANDOJO 3. Mr. RON MARR P. EVANGELISTA 4. Mr. JOMAR B. EGUIA 5. Mr. GILBERT S. DADOR 6. Ms. EMILY D. SALES 7. Ms. SHARON GAY D. DUDANG (On Leave) 8. Mr. MICHAEL D. PICARDAL </p>	
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AGENDA

<p> 1. Call to Order 2. Certification of Quorum 3. Pre-Bid Conference 3.1 Bridgeway Interconnection of GV New, GV Right, G. Atienza, G. Bagatsing, G. Katipunan (Phase1) for GAD and PWD. 3.2 Supply and Installation of CCTV Cameras 4. Other matters </p>
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DISCUSSION HIGHLIGHTS

No.	Particulars	Agreement / Remarks	Timeline	Responsible						
1	Call to Order	The BAC Chair called the meeting to order at 10:26 a.m.	N/A	Chairperson /Vice-Chairperson						
2	Certification of Quorum	The BAC Secretariat certified the presence of a quorum.	N/A	BAC Secretariat						
3	Pre-Bid Conference									
3.1	Bridgeway Interconnection of GV New, GV Right, G. Atienza, G. Bagatsing, G. Katipunan (Phase1) for GAD and PWD.	<p>The BAC Secretariat presented the project Bridgeway Interconnection of GV New, GV Right, G. Atienza, G. Bagatsing, G. Katipunan (Phase1) for GAD and PWD. The ABC of the project is Php 2,000,000.00 (Two Million Pesos) only.</p> <ul style="list-style-type: none"> The no. of days to complete the project is 60 CD from receipt of NTP Bidding Document fee is Php 5,000.00 non-refundable <p>The complete schedule of activities are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Activities</th> <th>Schedule</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>1. Issuance of Bid Documents</td> <td>14 December 2018 -23 January 2019</td> <td>8:00 a.m.-5:00 p.m.</td> </tr> </tbody> </table>	Activities	Schedule	Time	1. Issuance of Bid Documents	14 December 2018 -23 January 2019	8:00 a.m.-5:00 p.m.	N/A	BAC/BAC Secretariat
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		<table border="1"> <tr> <td>2. Pre-Bid Conference</td> <td>10 January 2019</td> <td>10:00 am.</td> </tr> <tr> <td>3. Deadline of Submission of Bids</td> <td>23 January 2019</td> <td>2:00 pm.</td> </tr> <tr> <td>4. Opening of Bids</td> <td>23 January 2019</td> <td>2:00 pm.</td> </tr> </table> <p>The BAC Secretariat informed the Committee that four (4) prospective bidders have viewed the said project at the Philgeps Website, however, no prospective bidders attended the Pre-Bid Conference.</p> <p>Furthermore, the BAC Secretariat informed the Committee that the end-user certified that all documents attached are complete and in order. Likewise, it certified that all goods included in the project have been technically described without any reference to brand names as provided under Section 18 of the RIRR of RA 9184.</p> <p>Finally, the BAC Secretariat certified that the Invitation to Bid and Bidding Documents of the said project are posted in PLM and Philgeps Websites, and at a conspicuous place within the premises of PLM in compliance with the RIRR of RA 9184.</p> <p>The Committee duly noted the information and proceeded to the next agenda.</p>	2. Pre-Bid Conference	10 January 2019	10:00 am.	3. Deadline of Submission of Bids	23 January 2019	2:00 pm.	4. Opening of Bids	23 January 2019	2:00 pm.		
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3.2	Supply and Installation of CCTV Cameras	<p>The BAC Secretariat presented the project Supply and Installation of CCTV Cameras. The ABC of the project is Php 1,275,000.00 (One Million Two Hundred Seventy-Five Thousand Pesos) only.</p> <ul style="list-style-type: none"> • Schedule of Requirement is 45 CD from receipt of Notice to Proceed (NTP) • 1 lot procurement • Bidding Document fee is Php 3,000.00 non-refundable <p>The proposed complete schedule of activities are as follows:</p> <table border="1"> <thead> <tr> <th>Activities</th> <th>Schedule</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>1. Issuance of Bid Documents</td> <td>26 December 2018 - 23 January 2019</td> <td>8:00 a.m.- 2:00 p.m.</td> </tr> <tr> <td>2. Pre-Bid Conference</td> <td>10 January 2019</td> <td>2:00 p.m.</td> </tr> </tbody> </table>	Activities	Schedule	Time	1. Issuance of Bid Documents	26 December 2018 - 23 January 2019	8:00 a.m.- 2:00 p.m.	2. Pre-Bid Conference	10 January 2019	2:00 p.m.		
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		3. Deadline of Submission of Bids	23 January 2019	2:00 p.m.			
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	<p>Furthermore, the BAC Secretariat informed the Committee that the end-user certified that all documents attached are complete and in order. Likewise, all goods included in the project have been technically described without any reference to brand names as provided in Section 18 of the RIRR of RA 9184.</p> <p>Finally, the BAC Secretariat certified that the Invitation to Bid and Bidding Documents of the said project are posted in PLM and Philgeps Websites, and at a conspicuous place within the premises of PLM in compliance with the RIRR of RA 9184.</p> <p>The Committee acknowledged the presence of the following four (4) prospective bidders:</p> <ul style="list-style-type: none"> • Elcom SNC • Compart • Alchemist Multimedia • EGL Veracity <p>The BAC Secretariat solicited inquiries from the prospective bidders regarding the project.</p> <p>The following questions/inquiries were raised by the prospective bidders.</p>						

Item No.	Inquiry/Description/ Specification	Observation/clarification on:	BAC/BAC Secretariat's/end-user's Response
	<p style="text-align: center;">Compart</p> <p>Technical Specifications</p>	<p>Clarified whether the mini-dome type cameras are the preferred type of camera by the end-user. Engr. Dacumos of Compart, emphasized the disparity in viewing range of mini-dome type camera which is only 20 meters compared to bullet-type of cameras which has a longer viewing range.</p> <p>Inquired whether the total number of units of cameras for supply, installation, termination and configuration is only 44 based on the general requirements of the technical specifications.</p>	<p>The end-user explained to the prospective bidders that the University had already installed the bullet-type cameras in hallways, offices and buildings. The mini-dome type cameras will support the existing bullet-type cameras in terms of viewing range.</p> <p>The BAC Secretariat clarified that the project is procuring for 57 CCTV cameras for USO and 16 CCTV cameras for CET, for a total of 73 CCTV camera units.</p> <p>The BAC instructed the BAC Secretariat to reconcile and prepare a summary of total number of equipment to be reflected in the revised General Requirements of the Technical Specification of the project and to plot the equipment in the layout/drawings submitted by the end-user.</p>

		<p>Supply of 3 units of NVR 32 channels with at least 30 days retention (32TB) and at least 1KVA UPS each NVR</p> <p>16 units Dome Camera (at least H.265+ FF4.0mm IR30m IP67</p> <p>1-unit UPS (at least 850VA/480W, 4x US standard socket)</p> <p>Schedule of Requirements</p> <p><u>EGL VERACITY</u></p> <p>Ocular Inspection</p> <p>On the submission of updated Mayor's Permit</p> <p>On the Omnibus Sworn Statement (OSS)</p>	<p>Inquired whether the 32 TB of memory is for the total 3 NVR or 32 TB for each NVR.</p> <p>Inquired on the required megapixel of each camera</p> <p>Suggested for the change of socket from the branded US standard socket to EU standard socket as a widely used socket in the country and to eliminate the use of adaptor.</p> <p>Inquired whether the complete supply and installation of the project can be extended up to 60 calendar days (CD) upon receipt of NTP in consideration of holidays and delays due to unforeseen weather conditions.</p> <p>Requested for ocular inspection of all locations.</p> <p>Inquired whether the Committee will accept an outdated document due to delay in the processing of Mayor's Permit application.</p> <p>Whether a December 28, 2018 notarized OSS is acceptable to the BAC due to expiration and processing of 2019 application for notarial commission of Notary Public.</p>	<p>The BAC informed the prospective bidders that it will confer with the end-user for clarification with regard to the distribution of 32 TB of NVR and the required megapixel of Dome Camera.</p> <p>The BAC asked and found no objections from the other bidders, hence, acknowledged the suggestion of Compart's to change the standard socket from US to EU.</p> <p>With no objection manifested from the end-user and the other bidders, the BAC concurred with the extension from 45 CD to 60 CD to complete the project.</p> <p>The BAC advised the prospective bidders to coordinate with the Procurement Office for the schedule of ocular inspection with the assistance of the end-user.</p> <p>The BAC Secretariat advised the bidders to attach the 2018 documents together with the 2019 stamp received application with official receipt.</p> <p>The Committee clarified to the prospective bidders that only 2019 notarized OSS will be accepted.</p>
		<p>The BAC Secretariat reiterated that the above-mentioned issues and all other issues and concerns will be addressed and posted in the Supplemental/Bid Bulletin five (5) days prior to the Opening of Bids Conference.</p> <p>Furthermore, the BAC Secretariat informed the prospective bidders to submit additional inquiries if there are any, to Procurement Office thru email within the day for appropriate action.</p> <p>Moreover, the BAC Secretariat reminded the bidders of the following:</p> <ul style="list-style-type: none"> • Requirements of the Bidding Documents. • The Technical and Financial Eligibility Requirements. • Reminders on how to properly prepare the bidding documents. • Proper sealing and marking of Bids or Proposals and; 		

		<ul style="list-style-type: none"> The bid shall be composed of Original, Copy 1 and Copy 2 envelops. <p>After confirming that there are no more inquiries from the bidders, and being no other matter to discussed, the BAC Chair terminated the Pre-Bid Conference.</p>		
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The meeting was adjourned at 11:30 a.m.

Prepared by:

Reviewed by:

(Sgd.) GILBERT S. DADOR
 Staff, BAC Secretariat
 Date: _____

(Sgd.) Atty. MAY ANGELI M. ESTOLAS
 Acting Chief, Procurement Office
 Date: _____