



# PHILIPPINE ECONOMIC ZONE AUTHORITY

## BIDS AND AWARDS COMMITTEE

10<sup>th</sup> Floor, Double Dragon Center West Building,  
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## MINUTES OF THE MEETING

### PRE-BID CONFERENCE

June 18, 2021 3:00PM

via MS Teams

#### ATTENDEES:

##### **BAC Committee:**

1. Aleem Siddiqui M. Guiapal	BAC Chair
2. Atty Mark Rubio	BAC Vice- Chair
3. Melencio A. Silo	Member – BAC
4. Tasneem Abdulrauf	Member – BAC
5. Raison D. Arobinto	Member – BAC
6. Robert R. Martinez	Member – BAC TWG
7. John Anthony S. Cajalne	Member – BAC TWG
8. Rjay M. Binarao	Member – BAC TWG
9. Sittie Ayenah D. Micawayan	Member – BAC TWG
10. Aaron O. Cafe	Member – BAC Sec
11. Krista Angelica G. Delica	Member – BAC Sec
12. Mary Simonette C. Moral	Member – BAC Sec

##### **End-User Unit representatives:**

13. Alex Bartolome	MISD Representative
14. Kelvin M. Itaas	MISD Representative
15. Michelle Rogando	MISD Representative
16. John Michael Afante	MISD Representative
17. Brett Drew Surrel	PPRG representative

##### **Observer:**

18. Perdie Manasan	COA Representative
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##### **Bidders:**

Jervin "Heart" Puso	Quartz Business Products
Sanny Belanio Jr.	AdvanceSolutions Inc.
Lydee Atienza	AdvanceSolutions Inc.
.Arabella Marie S. Avilla	Infocentric Solutions Inc.
Aileen Cuadernal	Infocentric Solutions Inc.
Adrian D. Castro	Infocentric Solutions Inc.
.Elsie L. Laylay	Cosmotech Philippines, Inc.

- A. The Pre-bid Conference on 18 June 2021 was held for the **MISD and PPRG's Procurement of Desktops and Laptops**, conducted online via MS Teams and was called to order at 3:00 pm.
- B. The conference was facilitated by the BAC Chair, GM Aleem Siddiqui M. Guiapal and BAC Member, Ms. Tasneem Abdulrauf.
- C. After acknowledging the presence of members of the BAC, TWG and Secretariat, and, determining the presence of a quorum, the Chair welcomed all potential bidders for the Procurement of Desktops and Laptops and requested them to introduce themselves and company they are representing.
- D. With the indulgence of the Chair, Ms. Abdulrauf continued the facilitation of the Pre-bid Conference.
- E. The end-user representative were requested to present the items for procurement and the technical specifications
- F. Lot 1, consisting of Desktop Computers w/ UPS (147), Desktop Computers w/ graphics memory and UPS (14), Laptop with full keyboards (16), Executive Laptops (40) was presented by Mr. Kelvin Itaas of the MISD; while Lot 2, consisting of Laptop for media team use (3), Laptop for streaming (1), was presented by Mr. Brett Surell of the PPRG.
- G. After the presentation of the items for procurement, the body proceeded to Question and Answer for Lot 1 immediately specified as follows:**
1. Questions raised by Quartz Business Products, represented by Ms. Jervin Puso, and answered by Mr. Itaas of the MISD:
    - a. **For the Laptops:**
      - i. Q: There's a material shortage, production, and shipment delay worldwide plus delay in Philippine Customs. The 60 Calendar Days of the delivery period is not feasible.  
A: The 60 days have already been considered but they will check if it should be adjusted to 90 or 120 days this will be addressed thru the Bid Bulletin.
      - ii. Q: Can an integrated chipset on the processor be considered on the executive laptops?  
A: Integrated chipset may be considered only on laptops.
      - iii. Q: For the memory type, can it be considered to have two 8GB to make it 16GB?  
A: It's okay as long as they meet the 16GB.
      - iv. Q: Can the 2242 (type of slot) be removed since there are different types of SSD?  
A: Yes, it can be as long as it is still M.2N and NVMe.
      - v. Q: On the storage support, can the specs M.2SS up to 2 Tera be removed and clarified that there is no need to indicate 2280 or 2240?  
A: This will be reviewed and checked its impact on performance, updates ill be posted in the Bid Bulletin.

- vi. Q: On the Graphics, can it be higher (Intel Iris X)?  
A: It can be higher but not lower than the specs provided at the Bid Docs.
- vii. Q: Can the sound system be built in and are all speakers are HD since sometimes HD is not indicated in the brochure that their sound system is HD?  
A: High Definition should be indicated.
- viii. Q: Should it be 2 stereo speakers? Can it be built in would this be considered?  
A: No, it should be 2 stereo speakers. High Definition since we often have virtual meetings.
- xi. Q: On IO Ports, should it be 2 USB type C? Gen 1 and Gen 2, Would you consider thunderbolt? Does it have to be 2?  
A: It should be 2. Thunderbolt is okay it has higher specs.
- xii. Q: About the Ethernet Extension Connector, can it be built-in RJ45 can this be considered?  
A: No.
- xiii. Q: So it has to have no RJ 45 and we have to have an adaptor for Ethernet?  
A: Original specs or higher will be retained
- xiv. Q: Can the specs in the keyboard be simplified?  
A: Original specs. will be retained
- xv. Q: Can the word "surface" on the touchpad be removed because it pertains to one brand?  
A: This will be double-checked and include it in the bid bulletin
- xvi. Q: Can the Physical Lock be made generic like a security lock slot and regardless if it's a Kensington cut or not as long as it has a lock slot.  
A: Mr. Itaas answered he will check and include it in the bid bulletin.
- xv. Q: Ms. Puso asked Battery if the word "rapid charge" can be removed because it assumed that all battery has a supports the rapid charge.  
A: Rapid charge is advantageous **or equivalent** will be added.
- xvi. Q: Can the power adaptor be a manufacturer's adaptor?  
A: it should be type C since that is the direction now.
- xvii. Q: Should be the Warranty Certificate be by the Manufacturer's and not the Bidder's?  
A: It should be from the manufacturer.
- xviii. Q: Should the 16 Branded Laptop have the same brand?  
A: Yes, for it should be the same brand to give us ease of technical support
- xix. Q: Can you consider an adapter on IO Ports on Micro SD cards since you require a lighter-weight laptop?  
A: No, it should have Micro SD slots it's already available.

**b. For the All-in-One Desktop**

- i. Q: Can we have a different chipset if it's okay not exactly the H470 model but it is still an Intel chipset?  
A: The bidder can deliver the use the given specs as the minimum requirement. They can deliver higher specs but not lower.
- ii. Q: Can we remove "2242" in the specs of SSD storage?  
A: Similar answer on item a.vi.
- iii. Q: About Storage Support, do you need a hard drive? Maybe we could include an "expansion slot" for up to 2 TB?  
A: This is for the expansion slot of 2.5 SSD, this will be included in the Bid Bulletin this to avoid confusion.
- iv. Q: The camera specs are too high we only have 720P, can this be replaced?  
A: It should be a 1080P integrated camera. We cannot reduce the specs. since this is an all-in-one desktop.
- v. Q: Can we add a webcam if no one can comply with the 1080P?  
A: No, we encounter a previous problem with support
- vi. Q: Should it have 2 stereo speakers?  
A: Yes
- vii. Q: For IO Portal there is an additional 2 USB slot on the side, can this be reduced to one slot?  
A: No, we can't lower the specs. since we have a demand for USB Ports
- viii. Q: Can the Display Port be HDMI?  
A: No.
- ix. Q: Clarification on the 14 slots desktop and storage support 2 slots.  
A: We will include this at the Bid
- x. Q: The input frequency range should be 45-65?  
A: Yes
- xi. Q: For the output connection, can it be relaxed from 4 to 3?  
A: No, you cannot customize our specs
- xii. Q: Should the warranty be really onsite?  
A: Yes it should be on-site

2. Question raised by Cosmotech (via chat box), and, answered by Ms. Abdulrauf:

- Q: Will you consider SLCC (Single Largest Completed Contract) any Supply of any ICT into 5 years instead of 1 year only? So that other bidders may be able to join, to have more competitive bidding.
- A: The answer to the question of Cosmotech will be included at the Supplemental Bid Bulletin

3. Question raised by Infocentric Solutions, represented by Ms. Arabella Avilla, and answered by Ms. Abdulrauf

- i. Q: Related question of Quartz on the delivery period, directly requesting for 120 Calendar days for the delivery.  
A: This will also be included in the Supplemental Bid Bulletin. However, the BAC is still open to discussion of this. Moreover, it is the End-Users who can determine the urgency of the procurement of the desktops and laptops.
- ii. Q: The statement was within one year for SLCC, if possible can we request for within 3 years?  
A: This will be discussed among the BAC and will include in the Supplemental BID Bulletin.
- iii. Q: How many copies of Bid Documents do we need to submit?  
A: This will be checked on the guidelines.
- iv. Q: For the bidding forms, omnibus, ongoing SLCC, do you have a template? Can we use our existing template?  
A: We use the templates provided by GPPB regulations.  
Mr. Bartolome of MISD as a former BAC member also shared that per his experience, the contract to NTP MOA, Invoice, OR, Acceptance and Delivery should be included in the attachments (in the submission of bids).
- v. Q: On the attachment on SLCC, should it include contract, NTP, MOA, invoice?  
A: For ongoing projects a list of past or ongoing, contracts may be submitted. SLCC, however, must have attached official and supporting documents like it should include contract, acceptance, and delivery.
- vi. Q: *Mr. Bartolome raised an inquiry on the delivery period. asked the bidders if they can deliver by batch? Especially on small items like executive laptops and notebooks to shorten the delivery period since we are looking at December for the delivery period if it 120 days will be allowed.*  
A: *Ms. Arabella answered that they have inquired the manufacturers and for all lead brands is they cannot comply with the 60 days since the challenge on the manufacturer's side is on the availability of parts they have a shortage of materials. They can only move upon placement of orders. Since the items you need are not available they will be manufactured directly at the plant.*

4. Question raised by Infocentric Solutions, represented by Mr. Adrian Castro, and answered by Mr. Itaas

- i. Q: On the branded executive laptops, will you allow a 15.6 LCD Display? Parallel with that would it be okay that the case will increase including the weight and size for about 4 lbs?  
A: This will be checked since this will be used by the ManCom and Managers, the specs were considered to make this compact and lightweight.
- ii. Q: Can the specs of intel wifi 6 be its equivalent for Executive Laptops and 40 Units Laptop.  
A: The equivalent will be okay

5. Question raised by Advance Solutions, represented by Mr. Sanny Belanio Jr., and answered by Mr. Itaas

- i Q: From asked for the processor I5 25 OU, we can offer higher generation but there will be specs that will be affected.  
A: Minimum specs should be followed.
- ii Q: In the internet extension connector, will it be okay if it will be built in?  
A: We will double-check and include this in the bid bulletin.
- iii Q: Can the specs on the laptop keyboard be simplified to a "backlit spill-resistant keyboard" since current specs point out to a specific brand?  
A: This will be included in the supplemental bid bulletin
- iv Q: Would it be okay to offer a 15.6 carrying case instead of 14 inches?  
A: As long as it can secure the laptop, it is ok
- v Q: Should the memory slot be 16 board?  
A: We will stick to the specs.

6. Question raised by Ms. Atienza, and answered by Mr. Itaas

- Q: On the SLCC if this will be desktops "and" laptops or laptops "or" desktops since this is 2 Lots.  
A: It may be or as long as completed.

#### **H. The Question and Answer for Lot 2 are specified as follows:**

##### **Questions from Potential Bidders on Lot 2**

1. Question raised by Infocentrics, represented by AD Castro, and answered by Mr. Brett Surrel

- Q: The weight of high specs laptops 2.5 with 4 cell battery pack.  
Can this weight be increased to around 2.9 kg since the battery of this type is heavy? And storage 512 MB plus 1 TB would it be okay if this would be SSD for the 3 Units.  
A: It is okay. Only that change to SSD may also increase the price but as long as it is still within the ABC, it will not be a problem.

2. Question raised by Quartz Business Products, represented by Ms. Jervin Puso, and answered by Mr. Brett Surrel

- i. Q: Can the 3 high specs laptop storage be an "or" to offer SSD. 1 lot for streaming, can we offer the latest generation of the processor?  
A: As long as it is still within ABC
- ii. Q: Can we omit the brand and model of the graphics as long as it is at least 2GB DDR 5? OS is Win 10?  
A: Yes, we will include this in the Bid Bulletin for the OS this is just the minimum you can offer higher .
- iii. Q: Should be the processor Wnterstorm and camera HADR Super High Dynamic?  
A: You may offer higher specs as long as it's within ABC

- iv. Q: About the camera and asked about the USB Ports if it can lessen into 3?  
A: Retain the specs. for camera and No, the USB Ports cannot be reduced.  
USB 3.0 should be 2 this will also be included in the supplemental Bid.

- I. Ms. Abdulrauf informed that they can submit their question until Monday, 21 June 2021, 5 pm for the written questions and email it to bacsec@peza.gov.ph.
- J. Mr. Alex Bartolome suggested, to specify the date and time of submission for the Bid Docs.

The Invitation to Bid document containing such information was flashed in the MS Teams and read by Ms AbdulRauf and informed everyone of the following reminders :

- The hard copy of bids with a soft copy in USB must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 10:00 AM, 30 June 2021.
  - All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
  - Bid opening shall be on **30 June 2021, 10:00 AM at the 10th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- K. Mr. Bartolome asked if there is a wall clock on the 10th Floor to serve as the official time of BAC? Ms. Abdulrauf answered that there is a wall clock at PPRG and it will be considered as the official time. Location of the Bid Box will also be included in the Bid Bulletin. It will be as announced as in the 10<sup>th</sup> Floor, but particularly near the Promotions and Public Relations Group (PPRG).
- L. Ms. Puso clarified if PEZA shall require to include an IDC Brand. Mr. Itaas answered that based on the IRR we cannot specify a brand that is why we include several information like ISO Cert, safety assurance bidders specs, IT Support, Toll Fee Numbers, Manufacturer's warranty certificate to reduce the entry of low-quality units
- M. There having no matters to discuss, the meeting was adjourned by 4:34pm.

**APPROVED:**

**Aleem Siddiqui M. Guiapal**  
Chairman

(vacant)  
Vice Chairman

  
**Melencio A. Silo**  
Member

(excused)  
**Mark P. Rubio**  
Member

**Tasneem Abdulrauf**  
Member