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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.com.ph>

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

MINUTES OF THE MEETING

**Pre-Bidding Conference for the Procurement of Wi-Fi Router with SIM Card Slot
(Rebid) by the Information Systems and Technology Management Service (ISTMS)
December 6, 2019 – 10:30 a.m.
27th Floor, DILG-NAPOLCOM Center**

PRESENT:

- | | | |
|---------------------------------------|---|-------------------------------|
| 1. ATTY. JENA J. JAVAREZ | - | Vice Chairperson, COBAC |
| 2. ATTY. CYNTHIA F. LAUREANO-PULIDO | - | Member, COBAC |
| 3. ENGR. MARIA TERESA H. CONCEPCION | - | Member, COBAC |
| 4. DIR. SARA JANE M. CEREZO | - | Alternate Member, COBAC |
| 5. ATTY. GINA V. WENCESLAO | - | Head, TWG-Goods & Services |
| 6. MS. BEATRIZ Z. QUIAMBAO | - | Member, TWG-G&S |
| 7. MS. MARIVIC CONCEPCION DG. NARCISO | - | Member, TWG-G&S |
| 8. MS. MARY KATHLEEN P. SARMIENTO | - | Member, TWG-G&S |
| 9. MR. DANILO TAM | - | Member, TWG-G&S |
| 10. MS. DORIS G. LABOG | - | Member, COBAC Secretariat |
| 11. MR. ROLDAN P. PINEDA | - | Member, COBAC Secretariat |
| 12. MS. MURIEL T. AUTENCIO | - | Member, COBAC Secretariat |
| 13. MS. LAURENE ASHLEY S. QUIROS | - | Member, COBAC Secretariat |
| 14. MS. FAYE MICHELLE B. MARAGGUN | - | AO I, BAC Secretariat Section |
| 15. MR. JUSTINE S. OCHOA | - | AO I, Procurement Section |

OBSERVER:

- | | | |
|--------------------|---|---|
| 1. MS. SUSAN GUIDO | - | People Power Volunteers for Reform (PPVR) |
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PROSPECTIVE BIDDERS:

- | | | |
|-----------------------------------|---|-------------------------------------|
| 1. LB PASCUAL INFOTECH | - | represented by Ms. Mylene Del Monte |
| 2. QUARTZ BUSINESS PRODUCTS CORP. | - | represented by Ms. Jervin Puso |

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I. CALL TO ORDER:

Attorney Jena J. Javarez, Vice Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 10:45 in the morning upon confirmation from Ms. Doris G. Labog, COBAC Secretariat Member, that there was a quorum to proceed with the Pre-Bidding Conference for the Procurement of Wi-Fi Router with SIM Card Slot (Rebid) by the ISTMS.

II. AGENDA:

- Pre-Bidding Conference for the Procurement of Wi-Fi Router with SIM Card Slot (Rebid) by the ISTMS with an Approved Budget for the Contract (ABC) of Two Million, One Hundred Seventy-Eight Thousand Pesos (Php 2,178,000.00)

III. BUSINESS MATTERS:

Atty. Javarez acknowledged the presence of the COBAC Members, TWG-G&S Members, COBAC Secretariat Members, and the representatives from the PPVR and from the prospective bidders, LB Pascual Infotech and Quartz Business Products Corp.

Atty. Javarez stated that the purpose of the Pre-Bidding Conference is to clarify any concerns regarding the procurement at hand. She asked Ms. Faye Michelle B. Maraggun, Administrative Officer I of the BAC Secretariat Section, to discuss the details of the procurement project and a few important reminders to bidders.

After Ms. Maraggun's presentation, Atty. Javarez opened the floor for queries and clarifications from the prospective bidders.

Ms. Jervin Puso, a representative from Quartz Business Products Corp., asked if the Single Largest Completed Contract (SLCC) of the project is indeed Procurement of Information and Communication Technology (ICT) Resources and/or Equipment. Mr. Roldan P. Pineda, Member of the COBAC Secretariat answered affirmatively, and clarified that the end user (ISTMS) relaxed the requirement for the SLCC, since no bidder was able to join during the first bidding for the project.

Ms. Puso asked another query regarding the conformity with the Technical Specifications of the procurement project, stating if this Department would accept a product offer compliant with the indicated Technical Specifications in the Bidding Documents, but the product brochure does not reflect all the required specifications. Mr. Pineda answered affirmatively, stating that the Manufacturer's Certificate must also be attached to indicate conformity with the Technical Specifications not reflected in the product brochure if ever. Ms. Labog added that the COBAC shall issue a Bid Bulletin addressing the query.

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Atty. Javarez also reminded the prospective bidders to sign fully all the pages of the Bid Form, in accordance with Section II, Clause 19.4 of the Bidding Documents (Instructions to Bidders).

Mr. Pineda reiterated to the bidders that the schedule of the Submission and Opening of Bids would be on December 18, 2019, 10:30 a.m. He also stated that bidders may submit letters of inquiries regarding the procurement project until December 9, 2019 only.

Atty. Javarez asked the prospective bidders if there are further concerns. Hearing none, she then asked the COBAC Members for any motions. Atty. Cynthia F. Laureano-Pulido, Member of the COBAC, moved to terminate the Pre-Bidding Conference. Engineer Maria Teresa H. Concepcion, also a Member of the COBAC, duly seconded the motion. Atty. Javarez then declared the motion carried.

IV. ADJOURNMENT:

Having no other business to discuss, the Body adjourned the meeting at 10:56 in the morning.

Prepared by:


DORIS G. LABOG *sg.*
 Member, COBAC Secretariat

Noted by:


ELNORA A. VELASCO
 Head, COBAC Secretariat


ATTY. JENA J. JAVAREZ
 Vice Chairperson, COBAC

AS:GSD:BACSEC
 JJJ:EAV:LBC:DGL:fbm

Pre-Bidding Conference for the Procurement of Wi-Fi Router with SIM Card Slot (Rebid) by the Information Systems and Technology Management Service (ISTMS)
 December 6, 2019 – 10:30 a.m.
 27th Floor, DILG-NAPOLCOM Center
 DATE PREPARED: December 9, 2019