



**Republic of the Philippines**  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**Financial Center, Pasay City**  
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**MINUTES OF PRE-BID CONFERENCE**

31 January 2020

GBAC Conference Room, Level 2 Core G  
GSIS Headquarters Building, Pasay City

Project Name: **Supply, Delivery and Configuration of PC Desktops**

Present were:

**GSIS BIDS AND AWARDS COMMITTEE (Infrastructure and Information Technology)**

Atty. Isagani Del Rosario <sup>1</sup>	Vice Chairperson
Mgr. Jenny L. Lobas	Member
Mgr. Raymundo Andres V. Palad	Member
Mgr. Annel T. Dones	Member
Mgr. Olivia N. Ramirez	IT Provisional Member

**END USER UNIT/ TWG**

Mr. Menardo T. Acosta	TWG Member
Mgr. Ronaldo C. Manila	ITSG/End User Unit
Mr. Bobby M. Macabeo	ITSG/End User Unit

**GBAC SECRETARIAT**

Mr. Patrick O. Gonzales	Acting Head, GBAC Secretariat
Mr. Jerome D. Malapit	Member
Ms. Melgene Maranan-Acostoy	Member

**INTERESTED BIDDERS**

Mr. Resty Dela Pena	Joneco Tech Marketing Corporation
Ms. Meribeth Sanchez	Integrated Computer Systems, Inc.
Mr. Travis Robles	Integrated Computer Systems, Inc.
Ms. Malou Vergara	JOEBZ Computer
Mr. Mark Sagaydoro	Unison Computer Systems, Inc.
Mr. Romeo Doroja, Jr.	Accent Micro Technologies, Inc.
Mr. Raymond Miranda	Pronet Systems
Ms. Genevieve Battung	Pronet Systems
Ms. Gladys M. Como	Advance Solutions, Inc.
Mr. Jeffrey Collados	Advance Solutions, Inc.
Mr. Berlin Mendoza, Jr.	Columbia Technologies, Inc.

**OBSERVER**

Mr. Patrick Dahipon	IASO
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(Note: Notice of Meeting was sent to observers, *i.e.*, COA, DTI, PCCI and Makati Business Club. However, none attended the Pre-Bid Conference dated 31 January 2020.)

<sup>1</sup> Participated in the Pre-Bid Conference through video conferencing

The Pre-Bid Conference for the Project *Supply, Delivery and Configuration of PC Desktops* was called to order at 9:00AM of 31 January 2020 and was presided by Atty. Isagani Del Rosario, Vice Chairperson, GSIS Bids and Awards Committee for Infrastructure and Information Technology (GBAC for Infra and IT).

**1. Business Matters**

- a. Presentation and discussion of Eligibility, Technical, Financial and Post-Qualification Requirements, Schedule of Requirements, Technical Specifications, Payment Terms and Bidding Forms.
- b. The Approved Budget for the Contract (ABC) is Php12,240,000.00.

**2. Discussion**

- a. The GBAC Secretariat noted that there is a quorum to proceed with the business.
- b. There were eight (8) bidders who attended the Pre-Bid Conference, namely: Joneco Tech Marketing Corporation; Integrated Computer Systems Inc.; Joebz Computer; Unison Computer Systems, Inc.; Accent Micro Technologies Inc.; Pronet Systems; Columbia Technologies, Inc.; Advance Solutions, Inc.;
- c. During the Pre-Bid Conference, the GBAC Secretariat presented the following to the bidders:
  - Checklist of requirements comprising the Eligibility and Technical, and Financial Documents, which must be submitted during the Opening of Bids;
  - Technical Specifications, Plans/Drawings, Bill of Quantities (BOQ) and the Payment Terms;
  - Post-Qualification Documents, which must be submitted by the bidder has the Lowest Calculated Bid or Single Calculated Bid within five (5) calendar days from its receipt of notice from the GBAC; and
  - Guide on the proper sealing and marking of bids.
- d. The bidders were further informed regarding the documentary requirements found under *Section II. Instructions to Bidders*. It was also emphasized that it is the bidder’s responsibility to review the entire Bidding Documents and that the procuring entity incurs no liability should the bidder misinterpret or misread any of the provisions thereof.
- e. During the discussion, there were revisions in the Bidding Documents, as follows:

**PC Desktop**

<b>Item</b>	<b>From (Minimum Specifications)</b>	<b>To (Minimum Specifications)</b>
Operating system	Latest 64-bit operating system that is fully compatible with the applications/software being used by the GSIS.	Latest 64-bit operating system that is fully compatible with the applications/software being used by the GSIS. OS Version should be the same with the existing OS version being used by GSIS.
Optical drive	SATA Super Multi DVD drive	SATA Super Multi DVD drive or equivalent
Wireless	802.11a/b/g/n/ac with Bluetooth (latest version)	802.11a/b/g/n/ac with Bluetooth 4.2 Version

Software included	Recovery Manager	Pre-Installed Recovery Manager
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**UPS**

Battery type	Sealed, non-spillage, maintenance-free, lead acid with five (5) year typical lifetime	Sealed, non-spillage, maintenance-free, lead acid with three (3) years warranty.
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f. The following concerns relative to the Technical Specifications were also raised and clarified:

i. The processor should meet the minimum technical specifications, as follows:

Processor	8th Generation Processor, with at least 2.8Ghz CPU Clock rate (base frequency/clock), 6MB cache with Turbo/Max Boost Technology.
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Even if a higher generation processor will be offered, the other technical specifications (e.g., CPU Clock rate and Turbo/Max Boost Technology) must still be satisfied.

- ii. The Integrated high definition graphics should be the same with the manufacturer's standard graphics since the PC Desktops to be supplied will be used primarily for regular office works (e.g., use of MS Word, MS Excel, Outlook).
- iii. With respect to the headphone jack and microphone jack, the bidder may offer either one (1) port for said jacks or two (2) separate ports. If one (1) port will be offered, the bidder must ensure that headphone and microphone will operate using the said single port.
- iv. The end-user unit said that it will prepare the initial distribution list. However, the end-user unit clarified that said list will still be subjected to further amendments during the contract implementation.
- v. Advance Solutions, Inc. explained that the BIOS Logo is being configured by the manufacturer during the production of PC desktops. The insertion and removal of the Bios Logo in the BIOS Boot Sequence can be done only by the manufacturer and its authorized service centers. Considering this, the technical requirement relative to the BIOS Logo cannot be complied with. Other bidders concurred with the explanation of Advance Solutions, Inc.

In this regard, the GBAC Secretariat informed the bidders that the end-user unit and the Technical Working Group will further discuss the aforementioned technical requirement as stated in the Bidding Documents.

- g. The bidders were informed that the Proof of Concept will be conducted only in one (1) day within the post-qualification evaluation period. Hence, the bidders are advised to be ready relation to the conduct of the Proof of Concept.
- h. The bidders were informed that they have until 03 February 2020 to submit to the GBAC Secretariat additional queries regarding the project.
- i. All amendments to the Bidding Documents and responses to the bidders' queries shall be issued through a bid bulletin, which will be posted on PhilGEPS and GSIS' websites and bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Bid Opening.

- j. The bidders were reminded of the following:
- Submission of bids to the GBAC Secretariat, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City on or before 12 February 2020 at 8:30AM; and
  - Bid Opening to be conducted on the same day at 9:00AM at the GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City.
- k. It is the responsibility of the bidders to ensure that their bids are submitted on time. Late bid shall not be accepted.
- l. The GBAC Secretariat emphasized the compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The bidders were warned of unscrupulous individuals and groups posing as officers of the GSIS soliciting money for alleged aid for whatever purpose. The cooperation of the bidders was enjoined to report these individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

Prepared by:

Concurred by:

**JEROME D. MALAPIT**  
*Member, GBAC Secretariat*

**ATTY. ISAGANI DEL ROSARIO**  
*Vice-Chairperson, GBAC for Infrastructure and  
Information Technology*

*Date signed:* \_\_\_\_\_