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Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
City of Meycauayan



Document Code: SDO-CM-QF-SGOD-HRD-006
Revision: 00
Effectivity date: 8-17-18

AUG 04 2022

MINUTES OF THE MEETING

Name of Office: **BAC**

DEPED-SDO MEYCAUAYAN CITY

I.	TITLE OF THE ACTIVITY	VIRTUAL PRE-BID-CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE (PROJECT NO. 2022-005-G)
II.	DATE CONDUCTED	August 2, 2022, 10:00 AM
III.	VENUE	MS Teams Online Platform
IV.	ATTENDANCE	<p>BIDS & AWARDS COMMITTEE JERRY DIMLA CRUZ, PhD, CESE DOMINADOR M. CABRERA, PhD JOCELYN A. MANALAYSAY, PhD VIVIAN R. DUMALAY JEREMIAS B. TRINIDAD MA. LEONORA B. CRUZ ATTY. EMERSON T. CERIA</p> <p>TECHNICAL WORKING GROUP BERNADETTE M. DELA CRUZ ENGR. MARC GERARD A. SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE SARAH T. TRINIDAD RIKKA JESSICA C. TORRES</p> <p>PROSPECTIVE BIDDERS JUDITH MAPE – INFOWORX, INC SUNSHINE FRANCISCO – HYPERNET, INC. ANTONETTE ESTEBAN – HANDLINK, INC.</p>
V.	<p>DISCUSSION</p> <p>The prayer was led by Ms. Vivian R. Dumalay, BAC Member.</p> <p>Ms. Ma. Leonora B. Cruz acknowledged the presence of the BAC Members, Technical Working Group, and Secretariat while Ms. Janice L. San Jose recognized the prospective bidders.</p> <p>After having declared a quorum, the BAC Chairman, ASDS Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at 10:10 am.</p> <p>The Chair presented the details of the project, Upgrade and Maintenance of SDO Network Infrastructure (Project No. 2022-005-G), with an ABC of Php 1,000,000.00, SARO No. OSEC-3-22-2457 dated April 12, 2022, Contract Duration – 45 days, Bid Docs Amount – P1,000.00</p> <p>The Chair then stated the nature of the pre-bid conference wherein it is a forum where the Bids and Awards Committee (BAC) and prospective bidders meet to discuss all the aspects of the procurement at hand.</p> <p>Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million</p>	

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Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

Section 22.3 of the 2016 IRR of RA 9184 mandates that the pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.

It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.

He discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	July 18, 2022, 10:00 am	via MS Teams
Ads/Post of IAEB	July 25 - August 16, 2022	www.philgeps.net
Receipt of LOI	July 25 – August 16, 2022	DepEd – SDO City of Meycauayan
Issuance of Bidding Documents	July 25 – August 16, 2022	DepEd – SDO City of Meycauayan
Pre-Bid Conference	August 2, 2022, 10:00 am	via MS Teams
Submission and Opening of Bids	August 16, 2022 Submission – 9:00 am Opening – 10:00 am	DepEd – SDO City of Meycauayan Conference Hall
Bid Evaluation	August 18, 2022	DepEd – SDO City of Meycauayan
Post Qualification	August 22, 2022	DepEd – SDO City of Meycauayan
Resolution to Award	August 24, 2022	DepEd – SDO City of Meycauayan
Notice of Award	August 25, 2022	DepEd – SDO City of Meycauayan
Contract	August 26, 2022	DepEd – SDO City of Meycauayan
Notice to Proceed	August 30, 2022	DepEd – SDO City of Meycauayan
Estimate Completion Date	October 14, 2022	DepEd – SDO City of Meycauayan

The Chair mentioned that there are some changes in the Technical Specifications that prospective bidders need to take note of. He also said that a supplemental / bid bulletin will be issued regarding that.

Mr. Albert B. Matic, Information Technology Officer I, discussed the Technical Specifications, to wit;

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ITEM	UNIT	QUANTITY	ESTIMATED PRICE	TOTAL
1. 1.5 HP Split Type Inverter Smart Aircon	unit	1	65,000.00	65,000.00
2. Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	pc	4	21,000.00	84,000.00
3. Impact Resistant Laptop	pc	1	80,000.00	80,000.00
4. 48 Ports POE Switch	unit	1	82,000.00	82,000.00
5. 4 x 10 Gigabit PCIe SFP+ Network Adapter	pc	2	50,000.00	50,000.00
6. 480 GB OS Disk (SSD) for Server m.2 NVME	pc	1	32,450.00	32,450.00
7. Enterprise 1.9 TB SSD SATA 3.0 6GBPS for Server	pc	2	48,000.00	96,000.00
8. Internet Security Gateway	unit	1	82,710.00	82,710.00
9. 10G Layer 3 Switch	set	1	160,000.00	160,000.00
10. 3 KVA Rackmount UPS	unit	1	50,000.00	50,000.00
11. 10 G SFP + DIRECT-ATTACHED (3 meters)	pc	8	7,000.00	56,000.00
12. 42U Data Cabinet	set	1	60,000.00	60,000.00
13. Delivery, Installation, Configurations and Training	lot	1	51,840.00	51,840.00
TOTAL		26		1,000,000.00

REVISED TECHNICAL SPECIFICATIONS

REVISED TECHNICAL SPECIFICATIONS (PROJECT 2022-005-G)					
ITEM	Unit	Quantity	Estimated Price	Total	
Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	pc	6	21,000	126,000	OLD
Intel® Xeon® Gold 5220 Processor	pc	1	120,000	120,000	
ITEM	Unit	Quantity	Estimated Price	Total	
Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	pc	4	21,000	84,000	NEW
Impact Resistant laptop	pc	1	80,000	80,000	
48 Ports POE switch	unit	1	82,000	82,000	

Upon checking the server, it is only single socket, so there is no room to insert processor.

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No.	Item	Specification
1.	1.5 HP Split Type Inverter Smart Aircon	Smart 1.5 hp Split Type Aircon, Dual Inverter and with WIFI technology and can be remotely controlled outside the office, with Installation including all the materials needed for electrical and Copper Tube
2.	Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	Samsung 32GB DDR4-2666 ECC RDIMM Server RAM
3.	Impact Resistant Laptop	Impact Resistant, Intel Core i7 2.8Ghz with Turbo boost up to 4.7Ghz, 16GB DDR4 RAM, 1TB SSD, 14" Screen, Spill-Resistant, IP53 Level protection, with drainage holes, Fingerprint sensor, up to 13 hours Battery, With Console Port
4.	48 Ports POE Switch	Managed, 650Mhz Single Core Processor, 64GBRAM, 16MB Flash storage, 800Watts Max power consumption, 4 Cooling fans, 48 POE Output, 802.3af/at, 4SFP+ ports, 2QSFP+ ports, Serial Console, non-blocking throughput is 168 Gbps, switching capacity is 336 Gbps and the forwarding rate reaches 235 Mpps
5.	4 x 10 Gigabit PCIe SFP+ Network Adapter	10 GIGABIT ETHERNET CARD QUAD PORT FIBER SFP+ NETWORK INTERFACE CARD, Supports Direct Attached Cable and SFP+ Approved transceiver, 802.1q VLAN Support, Support Windows, Linux and Vmware OS, LED per port with separate color indicator for 10G link and 1GLink, 4 x SFP+ Cage
6.	480 GB OS Disk (SSD) for Server m.2 NVME	480GB Enterprise Internal Solid State Drive, M.2 form factor, PCI Express 3.0 interface type, Read Speed up to 3200MB/s, Write Speed up to 565MB/s
7.	Enterprise 1.9 TB SSD SATA 3.0 6GBPS for Server	Enterprise 1.9TB SSD SATA 3.0 for Server, 6GB/s interface, Upto 555Mbps Read, up to 520Mbps Write, Upto 5 Years DWPD (Drive Writes Per Day)
8.	Internet Security Gateway	Multi-Core Processor, 2GB RAM, 8x1GB Ports, 1SFP Port, 1 SFP+ port, Rackmount, Can support at least 6 WAN, 1TB Disk Storage, Support Application Caching, Portal Authentication, TCP IP Protocols, DHCP relay, and DHCP Server, PPOE Client, Self-developed application visibility, URL Filtering, Load Balancing, High Availability, IPSEC VPN Tunnel, Network Security, Free Cloud Services, Support AAA authentication, can support 2,000 actual users and 1,500 portal authentication capacity

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9.	10G Layer 3 Switch	20 1G/10GBASE-X SFP+ ports, 4 10G/25GBASE-X SFP28 ports, 2 40GBASE-X QSFP+ ports, Support up to 32 10G ports, 2 modular power slots, 2 modular fan slots, 2TB Switching Capacity, 570 Mpps, Layer 3 Switch, Support VLAN, QinQ, Link Aggregation, STP, DHCP, QOS, MAC Filtering, Switch Stacking, Free Cloud Management Software
10.	3 KVA Rackmount UPS	“Rack-mount Type True Double-Conversion, 3kVA/2700Watts, Online UPS, Single Phase w/ Ground Output Power Factor 0.9 User Friendly & Easy Shift LCD Display Physical: 630mm x 438mm x 88mm; Net Weight: 27.4 Kgs. Smart RS-232/USB Supports Windows, Linux, MAC and Unix Battery Type: 12v / 9aH”
11.	10 G SFP + DIRECT-ATTACHED (3 meters)	“3 meters / 1meter 1G/10G/25G Must be compatible with our existing Switches and Routers”
12.	42U Data Cabinet	“42U; Built-in In-take & Exhaust Cooling System 2 Units Power Distribution Unit Sheet steel, Glazed door: Single-pane safety glass, 3 mm Surface finish: Mounting Frame: Dipcoat-primed, Enclosure panels: Powder-coated Self-supporting 482.6 mm (19”) mounting frames, front and rear, depth-variable Glazed door at the front, including 130° hinged, designer handle and security lock 3524 E Sheet steel door at the rear, including 130° hinge Roof plate including concealed cut-out for cable entry 4 leveling feet, M6 (supplied loose) 4 spacers, 20mm (supplied loose) to raise the roof plate 2 Side panels, lockable, including security lock”
13.	Delivery, Installation, Configurations and Training	Delivery, Installation, Configurations and Training

Assumptions:

Cost of all equipment, cables, devices, peripherals, and accessories listed herein as assumed to have included their VAT, contractors profit, installation cost, bidding cost, necessary electronic permits, warranties, project management, professional design services, and others.



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TERMS OF REFERENCE

VENDOR QUALIFICATIONS

1. The bidder must have at least 2 full time Certified Engineers on the product/brand offers.
2. The bidder must have at least one time licensed ECE.

Pre-Installation

- a) The winning bidder shall conduct a survey/inspection and ensure that the parts to be supplied are compatible with the server.

Installation

- a) Supply, deliver, install and configure the required components as specified in the Work Plan duly approved by DEPED DIVISION OFFICE and with the following Technical Specifications.
- b) Integrate the existing network equipment of schools and division offices into the system.

Post-Installation

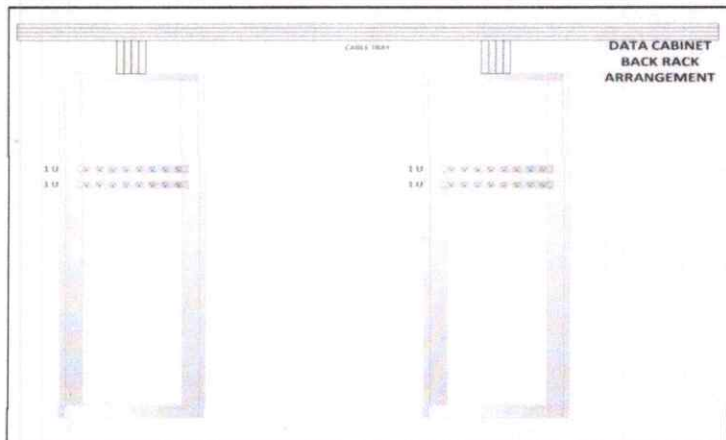
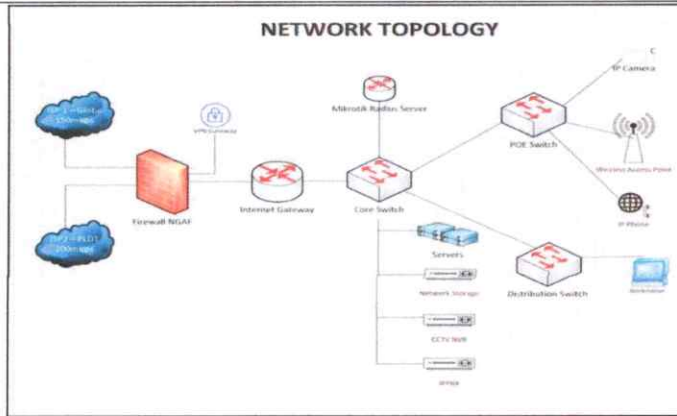
- a) 3 Years Warranty Certificate shall be issued by the winning bidder covering the whole project
- b) Restore damages to property caused by excavation, installation, maintenance, and/or removal of cabling equipment and other procedures conducted by the prospective bidders to accomplish the project.
- c) Conduct free training for IT personnel of DIVISION OFFICE on the basic maintenance and operational requirements of structured cabling and the equipment.
- d) Provide at least one (1) copy of the technical manual/documentation (English) in printed hard copy and electronic (soft copy) formats. The documents include Cabling and equipment installation, operation, configuration, and testing.
- e) Render support services to DEPED DIVISION OFFICE within the warranty period as follow:
 - a. Technical support will be provided through phone calls or email within regular working hours from Monday to Friday, 8:00 AM to 5:00 PM
 - b. If the supplied equipment is found defective and needs to be pulled out, the prospective bidder shall provide replacement with the same or higher specifications.

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The Chair then discussed the Checklist of Technical and Financial Documents, to wit:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

or

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- b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- e. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, supported by:
 - Notice of Award; **or**
 - Contract;
- f. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; which shall be supported by
 - Notice of Award; **and**
 - Contract; **and**
 - Notice to Proceed; **and**
 - Certificate of Acceptance/Completion/Sales Invoice/Official Receipt issued by the Project Owner; **and**
- g. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- h. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- i. Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- j. The bidder must have at least two (2) full time Certified Engineers on the brand offers. (Proof of Employment / Certificate must be submitted)
- k. Softcopy or CD copy of the Technical components (Original, Copy 1 and Copy 2)

Financial Documents

- l. The Supplier's audited financial statements, showing among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR

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or its duly accredited and authorized institutions, for preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
and

- m. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC Computation.

Class "B" Documents

- n. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- o. Original of duly signed and accomplished Financial Bid Form; **and**
- p. Original of duly signed and accomplished Price Schedule(s)
- q. Softcopy or CD copy of the Financial components (Original, Copy 1 and Copy 2)

Other documentary requirements under RA No. 9184 (as applicable)

- r. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- s. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Number of Copies of the Technical & Financial Component Documents in Separate Envelopes

- One (1) original copy
- Two (2) additional copies

The soft copy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation

- The bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.
- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC
- The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13.
- In addition, the Bidder shall submit copies of the first and second envelopes.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

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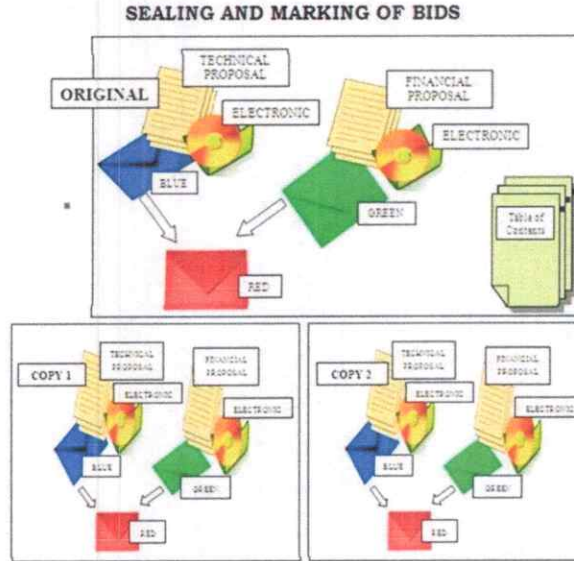


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- The one who prepared the technical and financial component documents should be the one who will attend bidding conference. Authorized representatives should bring a Certification from the Company he/she represents and a company ID.

SEALING AND MARKING OF BIDS



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]
[COMPANY'S OFFICE ADDRESS]
PUBLIC BIDDING: [PROJECT TITLE]

BIDDING FOR _____ [Lot no.] _____ : _____ [item description] _____ (if applicable)

THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
DEPARTMENT OF EDUCATION – CITY OF MEYCAUAYAN
[VENUE OF BI OPENING]

DO NOT OPEN BEFORE [INSERT TIME AND DATE OF BID OPENING]

- The bidders are reminded to strictly follow the bid form provided in the bidding documents
- It is reiterated that strict compliance to Color Coding of envelope.

QUESTIONS / CLARIFICATIONS

- Ms. Antonette Esteban from Handlink, Inc. asked if other colored envelopes may be used.
 - The Chair reiterated to strictly comply to the Color Coding of envelope for simple tracking purposes. Improvised envelope will do.

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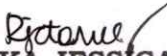
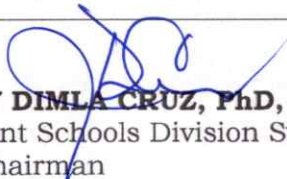



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- The BAC will issue a Supplementary/Bid Bulletin on all the revisions / amendments in the posted bid docs.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at exactly 11:05 am.

VI. PHOTO DOCUMENTATION	See attached
Prepared by:	 RIKKA JESSICA C. TORRES BAC Secretariat
Checked and Verified:	 JERRY DIMLA CRUZ, PhD, CESE Assistant Schools Division Superintendent BAC Chairman
Noted:	 CAROLINA S. VIOLETA, EdD, CESO VI Schools Division Superintendent



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Name of Office: BAC

VIRTUAL PRE-BID-CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE (PROJECT NO. 2022-005-G)

August 2, 2022, 10:00 am via MS Teams Online Platform

PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

ADVISORY NO. 381, S. 2022

VIRTUAL PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

PROJECT NO. 2022-005-G

August 2, 2022 (Tuesday) @ 10:00am
via
Microsoft Teams Online Platform

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED

Participants: JJ, Janico San J., VIVIAN BUC..., ST, Sarah Binal..., Ma. Leonor..., JM, Maric Albert..., Jocelyn Ma..., JT, Jerrisa In..., RT

PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

Project No. 2022-005-G

ABC Php 1,000,000.00

SARO No. OSEC-3-22-2457 dated April 12, 2022

Contract Duration 45 days

Bid Docs Amount P 1,000.00

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED

Participants: JM, JJ, Judith E. Ma..., Janice San J., Ma. Leonor..., Bernadette..., H, Hyacinth..., Maric Albert..., EC, Emmanuelle Co..., Jerry Cruz, JT, Jerrisa In..., RT



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PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

SCHEDULE OF ACTIVITIES

Activity	Date & Time	Venue
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PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

REVISED TECHNICAL SPECIFICATIONS (PROJECT 2022-005-G)

ITEM	Unit	Quantity	Estimated Price	Total
Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	pc	6	21,000	126,000
Intel® Xeon® Gold 5220 Processor	pc	1	120,000	120,000
NEW Samsung 32 GB DDR4-2666 ECC RDIMM Server RAM	pc	4	21,000	84,000
Impact Resistant laptop	pc	1	80,000	80,000
48 Ports POE switch	unit	1	82,000	82,000

OLD

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED



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PRE-BID CONFERENCE FOR THE UPGRADE AND MAINTENANCE OF SDO NETWORK INFRASTRUCTURE

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED** Share collaboration

SEALING AND MARKING OF BIDS

James San Jose

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

ISO 9001:2015 CERTIFIED

10:52 am 02/28/2022

Pre-Bid Conference for the Procurement of 472 pcs. Tablets

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN **DepED**

SEALING AND MARKING OF BIDS

ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME] [COMPANY'S OFFICE ADDRESS] PUBLIC BIDDING: [PROJECT TITLE]

BIDDING FOR [Lot no.] : [item description] if applicable)

THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
DEPARTMENT OF EDUCATION-CITY OF MEYCAUAYAN
[VENUE OF BID OPENING]

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]

James San Jose

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

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10:59 am 02/28/2022