



## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

**MINUTES OF PRE-BIDDING CONFERENCE  
PROCUREMENT OF STRUCTURED LOCAL AREA NETWORK (LAN) CABLING  
FOR BUILDING 14 A & B- REBID  
IB NO. 2018-103-B  
07 November 2018; 10:00 A.M.  
COBAC CONFERENCE ROOM**

### I. ATTENDEES

#### A. Central Office Bids and Awards Committee (COBAC)-B:

**PRESENT:**

- |                             |   |                  |
|-----------------------------|---|------------------|
| 1. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |
| 2. Dir. Maylene M. Beltran  | - | Regular Member   |
| 3. Dr. Vito G. Roque, Jr.   | - | Regular Member   |

**ABSENT:**

- |                                    |   |                |
|------------------------------------|---|----------------|
| 1. Asec. Maria Rosario S. Vergeire | - | Chairperson    |
| 2. Ms. Charity L. Tan              | - | Regular Member |

#### B. COBAC-B Secretariat

1. Ms. Riza T. Bautista
2. Ms. Dawnavi Lae Lacsado
3. Ms. Celine A. Velasco

#### C. END-USER REPRESENTATIVE

- |                         |   |                      |
|-------------------------|---|----------------------|
| 1. Ms. Jean M. Hernando | - | KMITS Representative |
| 2. Mr. Joebet Miranda   | - | KMITS Representative |

#### D. PROSPECTIVE BIDDER/S PRESENT:

- |                           |   |   |
|---------------------------|---|---|
| 1. Ms. Andrei Kho         | - | American Technologies, Inc. (ATI);                            |
| 2. Mr. Jonathan Lariosa   | - | ATI;  |
| 3. Mr. Manuel E. Geronimo | - | Marstech Unlimited Solutions and<br>Technology, Inc. (MUSTI); |
| 4. Mr. Angelo Fajardo     | - | Integrated Computer Systems, Inc. (ACSI);                     |
| 5. Mr. Dionisio M. Ramos  | - | Infoworx, Incorporated (II); and                              |
| 6. Ms. Rachel C. Tolosa   | - | I-Asiatic Innovations, Philippines, Inc. (IAIPI)              |

### II. CALL TO ORDER:

The meeting was called to order and presided over by Dir. Ma. Theresa G. Vera, COBAC-B Vice-Chairperson.

### III. MINUTES

1. Dir. Ma. Theresa G. Vera, COBAC-B Chairperson, introduced the two (2) COBAC Members and End-User representatives, then acknowledged the presence of the prospective bidders' representatives.

2. The COBAC-B asked the Prospective Bidders (PBs) if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. Majority of the PBs were not their first time to join the government and stated that they are already familiar with the documentary requirements. Hence, the COBAC-B emphasized that they are responsible for the content and the provisions stated on the eligibility requirements of the bidding documents.
3. The COBAC-B asked the PBs if they were present during the Pre-bidding Conference conducted on the first and second biddings of the same project. The PBs responded that none of them attended and participated during the previous biddings of the said project. However, most of them have read and uploaded the Philippine Bidding Documents on the PhilGEPS website.
4. The COBAC-B continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following are salient points of discussion:

TOPIC	PARTICULAR	ISSUE AND CONCERN									
Technical Specifications:	<i>B. Technical Requirements</i> xxx 4. Additional Documents: xxx e. Warranty Proposal on Network Cabling for <b>two (2) years</b>	No. of years for warranty should be the same.									
Terms Reference of	<i>VII. Terms of Payment</i>	<table><tr><th>FROM</th><th>TO</th></tr><tr><td>Ten (10%) percent retention to be paid after <b>36 months</b> to coverage warranty.</td><td>Ten (10%) percent retention to be paid after <b>two (2) years to cover warranty.</b></td></tr></table>		FROM	TO	Ten (10%) percent retention to be paid after <b>36 months</b> to coverage warranty.	Ten (10%) percent retention to be paid after <b>two (2) years to cover warranty.</b>				
		FROM	TO								
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Special Conditions of the Contract (SCC)	<i>GCC Clause 6.1 Additional Scope of Contract –</i> Before acceptance and processing of payment:	<table><tr><th>FROM</th><th>TO</th></tr><tr><td>a. xxx</td><td>a. xxx</td></tr><tr><td><b>b. Warranty certificates for workmanships and HW</b></td><td><b>b. Warranty certificates for two (2) years workmanships and HW</b></td></tr><tr><td>c. xxx</td><td>c. xxx</td></tr></table>		FROM	TO	a. xxx	a. xxx	<b>b. Warranty certificates for workmanships and HW</b>	<b>b. Warranty certificates for two (2) years workmanships and HW</b>	c. xxx	c. xxx
FROM	TO										
a. xxx	a. xxx										
<b>b. Warranty certificates for workmanships and HW</b>	<b>b. Warranty certificates for two (2) years workmanships and HW</b>										
c. xxx	c. xxx										
Terms Reference of	<i>IV Duration of the project:</i>	<table><tr><th>FROM</th><th>TO</th></tr><tr><td>90 days upon receipt of Notice to Proceed (NTP)</td><td><b>Ninety (90) <u>calendar days</u></b> upon receipt of <b>approved</b> Notice to Proceed (NTP)</td></tr></table>		FROM	TO	90 days upon receipt of Notice to Proceed (NTP)	<b>Ninety (90) <u>calendar days</u></b> upon receipt of <b>approved</b> Notice to Proceed (NTP)				
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TOPIC	PARTICULAR	ISSUE AND CONCERN				
Terms of Reference	<b>VI. Instruction for Proposal Presentations:</b> 1. The PB should <b>visit and examine the site</b> and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the proposal. The costs of visiting the site shall be at the proponent’s own expense.	<ul style="list-style-type: none"><li>A Bid Bulletin shall be issued reflecting the schedule of site visit slated on November 8, 2018 at 2:00 P.M. at G/F, Bldg. No.6, Procurement Service.</li><li>The End-user will prepare the Floor Plan in blueprint for viewing only. If possible, the End-user may also coordinate with HFDB for the soft copy of floor plan to be uploaded through the issuance of another Bid Bulletin.</li></ul>				
Terms of Reference	<b>VIII. Warranty Service:</b> 1. The supplier shall provide a description and a quote on maintenance services for the next <b>five (5) years after the warranty</b> has expired.	<b>Clarified.</b>				
Technical Specifications:	Scope of Work: A. Rehabilitation of Building 14 A& B Structured LAN Cabling (In-house Cabling) and its components.  B. Technical Requirements 1. <b>Install additional Two Hundred (200) universal I/O ports for in-house</b>  xxx  3. <b>Devices</b> xxx <b>e. Construction</b> xxx iv. Minimum <b>1,6mm</b> (gauge 18) formed sheet steel and reinforced sheet steel with Screw-fastened over;	<ul style="list-style-type: none"><li>Bidders requested for the <b>color coding</b> on cables for the <b>work stations, IP Phones</b> and <b>on patch cord labelling</b>.</li><li>For further review of the End-user and to be discussed to their team.</li>  <li>For clarification whether <b>aerial or buried</b>.</li></ul> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>1,6 mm</td><td><b>1.6 mm</b></td></tr></table>	FROM	TO	1,6 mm	<b>1.6 mm</b>
FROM	TO					
1,6 mm	<b>1.6 mm</b>					

TOPIC	PARTICULAR	ISSUE AND CONCERN
Technical Specifications:	Technical Specification template	<ul style="list-style-type: none"> <li>Bidders clarified if it is necessary to indicate the <b>Brand</b> on each and every page of the Technical Specifications.</li> <li>For further review of the End-user.</li> </ul>
Bid Data Sheet	<p><u><b>ITB Clause 13.1</b></u>  <b>Note:</b>  1. xxx  2. All documents must be true copies of the original certified as such by the bidder or duly authorized signatory.</p> <p><u><b>ITB Clause 20.3</b></u>  <b>Note:</b> All submitted documents (original and the two (2) copies) must be true copies of the original certified as such by the bidder or his duly authorized signatory.</p>	<ul style="list-style-type: none"> <li>To be consulted with GPPB.</li> </ul>

- The COBAC-B stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
- The COBAC-B mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-B Chairperson, must be received within three (3) calendar days after the Pre-bidding Conference or at least ten (10) calendar days before the slated deadline of submission and opening of bids.
- The COBAC-B reiterated that the deadline of submission of bids is on 21 November 2018, 9:00 A.M.


#### IV. ADJOURNMENT

Having no other topics to be discussed, the cited activity was adjourned at 10:30 A.M.

Prepared by:

  
**RIZA T. BAUTISTA**  
COBAC-B Secretariat

Approved by:

  
**MA. THERESA G. VERA, MD, MSc, MHA, CESO III**  
COBAC-B Vice-Chairperson  
