

Republic of the Philippines  
**METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM**

**BIDS AND AWARDS COMMITTEE**

**PRE-BID CONFERENCE FOR THE SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP FOR THE  
 MWSS-CO SITE OPERATIONS MANAGEMENT DEPARTMENT (SOMD) AND FIELD  
 OPERATIONS MANAGEMENT DEPARTMENT (FOMD)**

**MINUTES OF MEETING**

**DATE** : 18 September 2019 (Wednesday)

**VENUE** : 5<sup>th</sup> Floor, Bulwagan, MWSS Administration Building, MWSS Complex, Katipunan Road, Balara, Quezon City

**ATTENDEES ( PRESENT):**

<b>Bids and Awards Committee (BAC)</b>	
<b>Regular/Voting Members</b> 1. ROMEO D. RODEROS 2. WALTER B. PARTOSA 3. RAMON R. FABUL	Vice-Chairperson Member Member
<b>Technical Working Group (TWG)</b> 1. BYRON A. CARBON 2. DELFIN U. SESPEÑE 3. VERONICA JANE F. DIAMZON-GONZALES 4. PRECIOUS EUREKA D. FLORES	Chairperson Vice-Chairperson Member Member
<b>Secretariat</b> 1. ANABELLA S. ALTUNA 2. RESTITUTO G. ESPEJO, III 3. MA. FLORITA C. INZON 4. ROSALINDA D. BANDOJO 5. LOLITA S. GARCIA	Chairperson Vice-Chairperson Member Member Member
<b>Observer</b> MELVIN FABILLAN	COA
<b>Prospective Bidder</b> ROMMEL MIRAÑA	Columbia Technologies
<b>Others</b> 1. ALEX ABANDO 2. NOEL T. YAMZON 3. DIANNE SANCHEZ 4. JOHNNY EMMANUEL 5. PATRICK JAMES DIZON (end-user)	MWSS MWSS MWSS MWSS MWSS

**I. Call to Order and Determination of Quorum-**

BAC Vice-Chairperson Roderos presided the meeting because DA Leonor Cleofas was also attending an equally important meeting. He called the meeting to order at 1:42pm after

Secretariat Vice-Chairperson Mr. Espejo certified the presence of a quorum and informed the body that notices were duly sent to all participants including the observers five (5) days before the date of this activity. Vice-Chair Roderos acknowledged the presence of the BAC members, the TWG, Secretariat, the observer from Commission on Audit (COA) as well as the prospective bidder in the person of Mr. Rommel Miraña of Columbia Technologies.

Vice-Chair Roderos mentioned that the project was about the Supply and Delivery of Laptop and Desktop for the Site Operations Management Department (SOMD) and the Field Operations Management (FOMD) with Approved Budget for the Contract (ABC) of ONE MILLION, SIXTY-NINE THOUSAND AND SIX HUNDRED NINETY-SEVEN PESOS ONLY (PhP1,069,697.00) under Contract No. MWSS-LD-001-2019. The project was being processed according to the rules and regulations as stipulated in RA 9184 and its 2016 IRR.

Vice-Chair Roderos gave the floor to BAC TWG-Chairperson Byron to discuss the Salient Features of the project.

**II. Discussion-**

DM Byron presented the project *Supply and Delivery of Three (3) Units Laptop and Seven (7) Units Desktop for the FOMD and SOMD* to the body. He talked about the technical specifications, to wit:

**1. Laptop – three (3) units**

MINIMUM REQUIREMENTS	
Processor	8th generation Intel® Core™ i7
Operating System	Windows 10 Pro 64-bit (or the latest available)
Graphics	NVIDIA® GeForce® with 4 GB GDDR5
Memory	Minimum 16 GB DDR4
Camera	Standard
Storage	256 SSD
Audio	Standard
Battery	8 hours
Display	Non-touch: 13-14" FHD IPS
WLAN	Intel® Dual Band Wireless-AC (2 x 2) Bluetooth® 4.2
Ports	Intel Thunderbolt 3

	USB-C 3 x USB 3.0 Headphone and microphone combo jack 4-in-1 SD card reader (SD, MMC, SDHC, SDXC) HDMI RJ45
Office	Office 2016 64-bit license (or the latest available)
Additional (Per Laptop):	1. Laptop Bag 2. HDMI to VGA Adapter 3. Mouse 2.4 GHZ wireless 4. Laser pointer (up to 15-meter range, battery indicator, and plug-and-play wireless receiver) 5. 2TB Portable Hard drive USB 3.0 with case cover

2. **Desktop – seven (7) units**

MINIMUM REQUIREMENTS	
Processor	8th generation Intel® Core™ i7
Operating System	Windows 10 Pro 64-bit (or the latest available)
Graphics	NVIDIA® GeForce® with 4 GB GDDR5
Memory	Minimum 16 GB DDR4
Wireless LAN card	802.11 b/g/n
Network Ethernet	RJ45, Intel 10/100/1000 Mbps
Storage	1 TB HDD and 256 SSD
Display	Non-touch: 24" FHD IPS
Connectivity	HDMI USB 3.0

	Bluetooth
	S/PDIF
	USB 3.1
	USB Type-C
	Microphone
	Speakers

Vice-Chair Roderos opened the floor for queries/clarifications, concerns and questions on the project.

Mr. Mirafía, representative of Columbia, posed the following queries:

1. Is the project one (1) lot?

Answer: The project is one (1) lot, composed of three (3) units Laptop and seven (7) units Desktop.

2. Regarding the list of all on-going contracts, is there a need to attach the contract itself or just a list?

Answer: It is a statement of all ongoing contracts, including contracts awarded but not yet started. The statement should indicate the name of the contract, date of the contract, and contract duration.

3. Is it possible to request for an extension of delivery period?

Answer: The delivery period is within fifteen (15) calendar days after the issuance of Notice to Proceed (NTP). The BAC will issue a Supplemental/Bid Bulletin for the requested time extension.

4. Can the laptop "Display" be 15"?

Answer: The minimum specification is 13-14, but will issue a Supplemental/Bid Bulletin to that effect.

5. What is the basis for setting eight (8) hours for battery life? Can battery be 3-cell?

Answer: It is an assumption considering the regular working hours of eight (8) hours. But will issue a Supplemental/Bid Bulletin to properly address the query.

6. The standard card reader in the market today is SD. Why not SD?

Answer: A Supplemental/Bid Bulletin will be issued.

7. For the peripherals like mouse and pointer, can a third party participate to avoid the increase of ABC?( Example other brand of mouse or pointer)

Answer: A Supplemental/Bid Bulletin will be issued.

8. How long is the Warranty Period?

Answer: It is stated in the Terms of Reference that the warranty period is one (1) year after the issuance of the Certificate of Acceptance.

9. Is there a need for a desktop to have Bluetooth and S/PDIF? Since this feature in the desktop is nominal in the market, can we just provide a Bluetooth Adaptor?

Answer: A Supplemental/Bid Bulletin will be issued.

10. Can we still send a written query after this conference?

Answer: Yes, but be mindful of the deadline of submission which is on 30 September 2019. The last day of query will be on 20 September 2019.

The BAC reminded the prospective bidder to buy the bidding documents in the amount of Php5,000.00. A Supplemental/Bid Bulletin will be issued in accordance with Section 22.5 of R.A No. 9184.


### III. Adjournment

There being no other queries and clarifications from prospective bidder, the meeting adjourned at 2:18pm.


Prepared by:

  
**ROSALINDA D. BANDOJO**  
Secretariat-Member

Attested by:

  
**ANABELLA S. ALTUNA**  
Chairperson, BAC Secretariat

Approved by:

  
**ROMEO D. RODEROS**  
Vice-Chairperson, BAC