

BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,
CP Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: chedbac@ched.gov.ph

PRE-PROCUREMENT CONFERENCE

PROCUREMENT OF DESKTOP COMPUTERS FOR THE NETWORK IMPROVEMENT OF CHED ICT RESOURCES

BAC Room,
2/F, HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
October 30, 2017 @ 11:00 A.M.

ATTENDANCE

| PRESENT | DESIGNATION/OFFICE |
|---|--------------------------|
| BAC | |
| DIR. LUISA S. VALENCIA | -Chair/Presiding Officer |
| ATTY. SEPTON A. DELA CRUZ | - Member |
| DR. MARY SYLVETTE T. GUNIGUNDO | - Member |
| TWG-OGS | |
| MS. APOLONIA R. VIVO | - Head |
| MS. EVA M. PASIGPASIGAN | - Member |
| MS. DIANA C. AGUILAR | -Member |
| ENGR. KENETTE A. CASTRO | -Member |
| SECRETARIAT/ PROCUREMENT SECTION | |
| MS. ROSALIE C. BUSCAR | -Head |
| MR. ARTEMIO S. CAPELLAN, JR. | -Member |
| MS. BEATRIZ D. PASCUAL | -Member |
| MS. YVET R. MADLANGSAKAY | -Member |
| MS. DESIREE P. VERDEFLOR | -Member |
| MS. DINA L. ABRENICA | -Member |
| CONSULTANT | |
| MS. EVELYN V. MOJICA | |
| END-USER | |
| MR. CEDRIC PALMA | - OPRKM-MIS |

[Handwritten signatures and initials]

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I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 11:00 A.M. with Dir. Luisa S. Valencia, BAC Vice-Chair, presiding.

II. QUESTIONS AND ANSWERS:

Mr. Cedric Palma, representative of the end-user was instructed by Dir. Valencia, Presiding Officer, to explain the technical and financial requirements and the salient features of the project and to clarify the issues raised the BAC members and TWG-OGS. Dir. Valencia directed the BAC Secretariat and TWG- to handle the preparation of the bidding documents, procurement timelines for the conduct of public bidding.

| Particulars | Amendments/Clarification | Agreement/Action |
|--------------------------|---|--|
| Budget | Where to charge the budget? | Charge to GAA 2017 budget |
| Technical specifications | Specifications was patterned to the preferred brand | The specifications should be generic |
| Technical Representative | To designate a TWG member to oversee the project | |
| Bid Documents | Preparation of the bidding documents | c/o BAC Secretariat to present on the next BAC meeting |
| | Invitation to Bid | c/o BAC Secretariat to present on the next BAC meeting |
| | Schedule of Requirements | c/o TWG-OGS to present on the next BAC meeting |

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III. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 12:00 PM.

PREPARED BY:


ARTEMIO S. CAPELLAN, JR.
Member, BAC Secretariat

APPROVED BY:


DIR. LUISA S. VALENCIA
Vice Chair / Presiding Officer


ATTY. SEPTON A. DELA CRUZ
Member

NOTED BY:


ROSALIE C. BUSCAR
Head, BAC Secretariat


DR. MARY T. SYLVETTE GUNIGUNDO
Member