

## 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](mailto:chedbac@ched.gov.ph)

### MINUTES OF PRE-PROCUREMENT CONFERENCE

#### PROCUREMENT OF ICT PERIPHERALS FOR THE IMPROVEMENT OF OFFICE PRODUCTIVITY OF CENTRAL AND REGIONAL OFFICES ABC: Php4,821,328.58

BAC Room, 2<sup>nd</sup> Floor  
HEDC Bldg., C.P. Garcia Avenue,  
Diliman, Quezon City  
November 24, 2018; 7:00 P.M.

#### ATTENDANCE

##### PRESENT

##### DESIGNATION/OFFICE

##### BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chair/Presiding Officer
ATTY. JOSELITO C. ALISUAG	- Member
DIR. NELSON G. CAINGHOG	- Member
MR. GREGORIO T. ATIENZA	- Provisional Member/End-user

##### TWG-OGS

MS. APOLONIA R. VIVO	- Head
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##### SECRETARIAT

MR. NELSON E. ESPINA	-Head
MR. ARTEMIO S. CAPELLAN, JR.	-Member
MS. BEATRIZ D. PASCUAL	-Member
MS. YVET R. MADLANGSAKAY	-Member

##### CONSULTANT

MS. EVELYN V. MOJICA

##### NOT PRESENT

DIR. LUISA S. VALENCIA	- Vice-Chair, BAC (on official travel)
ATTY. SEPTON A. DELA CRUZ	- Member, BAC (on official travel)
MS. DIANA C. AGUILAR	- Member, TWG-OGS
MS. SHIELA F. JALBUENA	- Member, TWG-OGS
MS. DINA L. ABRENICA	- Member
MS. DESIREE P. VERDEFLOR	- Member

#### I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 7:50 PM with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.

#### II. INTRODUCTION

Mr. Nelson E. Espina, Head, BAC Secretariat introduced the BAC members, TWG-OGS members, Secretariat and Consultant who were present during the meeting.

### III. BUSINESS MATTERS

- a. Review PPMP and APP

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2018 with an approved Budget of Php4,821,328.58

- b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were prepared and properly deliberated.

- c. Review, modify and agree on criteria for eligibility screening.

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bid Documents and the GPPB Regulations.

- d. Review, modify and agree on criteria for evaluation of proposals.

Criteria for bid evaluation was in accordance with R.A. 918 and its 2016 Revised IRR and Bid Documents and the GPPB Regulations.

### IV. AGREEMENTS

Mr. Gregorio T. Atienza, end-user, as instructed by Atty. Jaro, BAC Chair, explained the technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/Action
Timelines	<ul style="list-style-type: none"> <li>➤ Pre-Procurement Conference - November 24, 2018</li> <li>➤ Posting in the Website of CHED, PhilGEPS &amp; at a conspicuous place - November 27 - December 4, 2018</li> <li>➤ Preparation of Bidding Documents - November 27 – December 17, 2018</li> <li>➤ Pre-bid Conference - December 5, 2018; 10:00 AM</li> <li>➤ Submission of Bids - December 17, 2018; 9:00 AM</li> <li>➤ Opening of Bids - December 17, 2018; 10:00 AM</li> <li>➤ Presentation to BAC of the Result of Bid Evaluation – December 18, 2018</li> <li>➤ Post Qualification Evaluation - December 19, 2018</li> <li>➤ BAC approves Lowest Calculated and Responsive Bid - December 20, 2018</li> <li>➤ CEB approves the BAC recommendation of LCRB - December 21, 2018</li> <li>➤ Issuance of Notice of Award - December</li> </ul>	<p>The BAC recommends the proposed procurement timelines</p> <p style="text-align: right;">4</p>

	<p>26, 2018</p> <ul style="list-style-type: none"> <li>➤ Submission of Performance Bond- December 27, 2018</li> <li>➤ Contract Preparation and Signing - December 28, 2018</li> <li>➤ Issuance of the Notice to Proceed - December 29, 2018</li> </ul>	
Technical Specifications	<p>Procurement of ICT Peripherals for the Improvement of Office Productivity of Central and Regional Offices</p> <p><i>Delivery Place: HEDC Building, C.P. Garcia Avenue, U.P. Campus, Diliman, Quezon City</i></p> <p><i>Delivery Period: 60-120 days after receipt of NTP</i></p> <p><b>Lot 1: Mirrorless Camera (18 sets)</b></p> <ul style="list-style-type: none"> <li>• At least 1-year warranty</li> <li>• At least 24.2 Mega Pixels</li> <li>• With (APS-C) CMOS</li> <li>• With Sensor Cleaning system</li> <li>• Still image :JPEG (Exit Ver 2.3) / RAW (RAF format) / RAW+JPEG (Design rule for Camera File system compliant / DPOF-compatible) or equivalent</li> <li>• Standard Output Sensitivity: up to ISO6400 Extended output sensitivity: ISO100 / 12800 / 25600</li> <li>• with TTL metering</li> <li>• with Focal Plane Shutter</li> <li>• with Mechanical Shutter</li> <li>• with Electronic Shutter</li> <li>• with Mechanical + Electronic Shutter</li> <li>• Synchronized shutter speed for flash 1/180 sec. or slower</li> <li>• AE Bracketing (±1/3EV, ±2/3EV, ±1EV)</li> <li>• Dynamic Range Bracketing (100% · 200% · 400%)</li> <li>• ISO sensitivity Bracketing (±1/3EV, ±2/3EV, ±1EV)</li> <li>• White Balance Bracketing (±1, ±2, ±3)</li> <li>• Focus Mode Single AF / Continuous AF / MF / AF+MF</li> <li>• Manual pop-up flash</li> <li>• Red-eye reduction (on/off selectable)</li> <li>• With at least 3.0-inch, aspect ratio 3:2, TFT LCD</li> <li>• Full HD 1920 x 1080 60p / 50p / 24p, Continuous recording: up to approx. 14 min.</li> <li>• HD 1280 x 720 60p / 50p / 24p, Continuous recording: up to approx. 27 min.</li> <li>• Wireless transmitter standard IEEE 802.11b / g / n (standard</li> </ul>	<p>The BAC instructed the end-user of the following:</p> <p>1. Preparation of the bidding documents and for presentation in the next BAC Meeting.</p> <p style="text-align: right;">L</p>



	<ul style="list-style-type: none"> <li>wireless protocol)</li> <li>• Wireless functions: <ul style="list-style-type: none"> <li>Geotagging setup</li> <li>Image transfer (Individual image/Selected multiple images)</li> </ul> </li> <li>View &amp; Obtain Images</li> <li>• Digital interface <ul style="list-style-type: none"> <li>USB 2.0 High-Speed / micro USB terminal</li> </ul> </li> <li>• HDMI output <ul style="list-style-type: none"> <li>HDMI Micro connector (Type D)</li> </ul> </li> <li>• Operating Temperature <ul style="list-style-type: none"> <li>0 - 40°C / 32 - 104°F</li> </ul> </li> <li>• Accessories: <ul style="list-style-type: none"> <li>Li-ion battery</li> <li>AC power adapter</li> <li>Plug Adapter</li> <li>USB cable</li> <li>Shoulder strap</li> <li>Body cap</li> <li>Camera Bag</li> </ul> </li> <li>• 32 GB UHS Speed Class 1 SD memory card</li> </ul> <p><b>Lot 2: Document Camera (33 sets)</b></p> <ul style="list-style-type: none"> <li>• At least 1-year warranty</li> <li>• Sensor: <ul style="list-style-type: none"> <li>CMOS, 1 / 2.7"</li> <li>2M Pixels (1920 x 1080)</li> <li>With up to 30fps frame rate</li> <li>Native resolution of 1080p (16:9 Aspect Ratio)</li> </ul> </li> <li>• Display Out: <ul style="list-style-type: none"> <li>SXGA (1280 x 1024) / XGA (1024 x 768) / WXGA (1280 x 800) / HD (1360 x 768) / 1080p (1920 x 1080)</li> <li>HDMI - 480p / 720p / 1080p</li> <li>USB-B - VGA / SVGA / XGA / SXGA / WXGA / 720p / 1080p</li> </ul> </li> <li>• Lens Type - Optical Zoom / Focus</li> <li>• F-Number = 3.4 - 5</li> <li>• Shooting Area - Max 297 x 526 mm at 1080p output resolution</li> <li>• Zoom - Up to 10x Digital, Up to 12x Optical</li> <li>• Automatic Focus with focus adjust time of less than 2 sec</li> <li>• Input Interface Port: <ul style="list-style-type: none"> <li>D-Sub 15Pin (VGA); 1 (Black)</li> </ul> </li> <li>• Output Interface Port: <ul style="list-style-type: none"> <li>D-Sub 15Pin (VGA); 1 (Blue)</li> <li>HDMI; 1</li> <li>USB I/O; Type B x 1</li> <li>With Internal Microphone</li> <li>Memory I/O SD Card; 1 (SD / SDHC)</li> </ul> </li> <li>• Basic Functions: <ul style="list-style-type: none"> <li>Freeze</li> <li>Output Source Select</li> </ul> </li> </ul>	<p style="text-align: right;">4</p>
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	<p>Image Brightness Adjustment  Light Brightness Control  Auto Detect Aspect Ratio</p> <ul style="list-style-type: none"> <li>• Extended Function:  Still Image Capture  Video Capture  Digital Scroll / Pan / Tilt  Image File Play / Slideshow</li> <li>• Split Screen</li> </ul> <p><b>Lot 3: Multimedia Projector (16 sets)</b></p> <ul style="list-style-type: none"> <li>• At least 1-year warranty</li> <li>• LCD Size at least 0.63-inch 3LCD Panel</li> <li>• Native Resolution of at least XGA (1024x768)</li> <li>• Brightness: At least 3200 ANSI Lumens (Normal); At least 2210 ANSI Lumens (Eco)</li> <li>• Contrast Ratio at least 10,000:1</li> <li>• Lens: Manual Zoom x1.2, Manual Focus</li> <li>• Lamp Life: At least 5,000 hours (Normal), At least 10,000 hours (Eco)</li> <li>• Lamp Wattage at least 225W</li> <li>• Distance to Width Ratio: 1.5 (Wide), 1.8 (Tele)</li> <li>• Diagonal Display Size: 30 inches-300 inches, (60 inches at 1.8 m, wide)</li> <li>• Number of Colours: 16.7 million</li> <li>• Computer Compatibility with at least VGA, SVGA, XGA, SXGA, UXGA, MAC 16</li> <li>• Composite: NTSC, PAL, SECAM, PAL-M, PAL-N, NTSC4.43</li> <li>• Component Video: 525i(480i), 525p(480p), 625i(576i), 1125i(1080i@50/60), 750p(720p@50/60), 1125p(1080p@50/60)</li> <li>• HDMI: 525i(480i), 525p(480p), 625i(576i), 1125i(1080i@50/60), 750p(720p@50/60), 1125p(1080p@50/60)</li> <li>• Digital Keystone Correction (Degrees): Horizontal <math>\pm 30^\circ</math>, Vertical <math>\pm 30^\circ</math></li> <li>• Picture Adjustments: Normal, Cinema, Dynamic, Board (Black), Board (Green), Whiteboard, Color temperature adjustment, Gamma Correction, Daytime, Photo</li> <li>• Digital Input: HDMI/MHL x1, HDMI x1 (Supporting HDCP decoding)</li> <li>• Analog Input: 15 pin D-Sub shrink x1 (shared with analog component video input), Analog Computer 2 15 pin D-Sub shrink x1 (shared with analog component video input and MONITOR</li> </ul>	<p style="text-align: right;">4</p>
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- OUT), RCA jack x1
- Monitor Output: 15 pin D-Sub shrink x1 (shared with COMPUTER IN 2 and analog component video input)
- Audio Input: 3.5 mm stereo mini jack x2, RCA jack (L, R) x1
  - Audio Output: 3.5 mm stereo mini jack x1
- 1 x 9-pin D-sub for RS-232C
- USB: USB type A x2 and USB type B x1
- Wired LAN: RJ45
- Power Supply: AC 100~120 / 200~240V, 50 / 60Hz
- Power Consumption/Standby: AC 100 - 120 V / AC 220 - 240 V (50/60 Hz), Current consumption 3.4 A / 1.7 A, Less than 0.5 W at saving mode

**Lot 4: High Speed Scanner (51 sets)**

- At least 1-year warranty
- Minimum Throughput Speeds:
- Black-and-white/grayscale/color: up to 70 ppm/140 ipm at 200 and 300 dpi
- Scanning Technology: Grayscale output bit depth minimum of 256 levels (8-bit); color capture bit depth is 30 bits (10 x 3); color output bit depth is 24 bits (8 x 3)
- With embedded processor with dual digital signal processor (dsp)
- Operator Control Panel: LCD display
- Optical resolution: 600 dpi
- Output resolution: 75 / 100 / 150 / 200 / 240 / 250 / 300 / 400 / 600 / 1200 dpi
- Feeder: Capable of up to 80 sheets of 80 g/m2 (20 lb.) paper  
Handles small documents such as ID cards
- USB 3.1 GEN1, USB 2.0, USB 3.0 compatible
- File Format Outputs: Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel
- Environmental Factors: EPEAT Registered  
ENERGY STAR Qualified
- Operating Temperature: 10-35° C (50-95° F)  
Operating Humidity: 15% to 80% RH
- Supported Operating System: Windows and Mac OS

**Lot 5: A3 Printer (24 sets)**

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	<ul style="list-style-type: none"> <li>• At least 2-year warranty</li> <li>• Ink Tank Printer</li> <li>• Print Method: On-demand ink jet (Piezoelectric)</li> <li>• Maximum Print Resolution: 5,760 x 1,440 dpi</li> <li>• Printing - Draft, A4 (Black / Color): Up to 30 ppm / 17 ppm</li> <li>• Printing - ISO 24734, A4 Simplex (Black / Colour): Up to 15 ipm / 5.5ipm</li> <li>• Paper Tray: One (1)</li> <li>• Paper Sizes: A3+, A3, B4, A4, A5, A6, B5, 10x15cm (4x6), 13x18cm (5x7"), Letter (8.5x11"), Legal (8.5x14"), Half Letter (5.5x8.5"), 9x13cm (3.5x5"), 13x20cm(5x8"), 20x25cm(8x10"), Envelopes: #10(4.125x9.5") DL (110x220mm), C4 (229x324mm, C6(114x162mm)</li> <li>• Supported OS: Windows XP / Vista / 7 / 8 / 8.1 / 10 and Mac OS X 10.5.8 or later.</li> </ul>	
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**V. ADJOURNMENT**

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 8:10 PM.


PREPARED BY:

  
**ARTEMIO S. CAPELLAN, JR.**  
 Member, BAC Secretariat


APPROVED BY:

  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
 Chairperson

REVIEWED BY:

  
**NELSON E. ESPINA**  
 Head, BAC Secretariat

  
**ATTY. JOSELITO C. ALISUAG**  
 Member

  
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