



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines  
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## MINUTES OF MEETING CDA Bids and Awards Committee (BAC) - Head Office May 28, 2024, 10:00 AM

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL PRE-BID CONFERENCE</b>	
<b>PROJECT</b>	<b>SUPPLY AND DELIVERY OF 291 UNITS OF LAPTOP COMPUTERS FOR THE COOPERATIVE DEVELOPMENT AUTHORITY FOR FY 2024 WITH CONTRACT NO. CDA-GOODS-2024-04</b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	The amount intended for the project is <b>NINETEEN MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php 19,250,000.00)</b> being the approved budget for the contract to be sourced from the FY 2024 General Appropriations Act	
<b>ATTENDEES</b>	<b>BIDS AND AWARDS COMMITTEE</b>	
	<ol style="list-style-type: none"> <li>Mr. Ray R. Elevazo</li> <li>Atty. Ma. Lourdes P. Pacao</li> <li>Mr. Inocencio M. Malapit</li> </ol>	Chairperson Vice Chairperson Member
	<b>SECRETARIAT</b>	
	<ol style="list-style-type: none"> <li>Ms. Josie L. Villaver</li> <li>Mr. Elmer A. Bajado</li> <li>Mr. Benjie Magdayo</li> </ol>	Member Member Member
	<b>ADMINISTRATOR on ELECTRONIC SUBMISSION</b>	
	<ol style="list-style-type: none"> <li>Mr. Ronald G. Rivera</li> <li>Mr. Romaine Niño P. Talucod</li> </ol>	
	<b>TECHNICAL WORKING GROUP</b>	
	<ol style="list-style-type: none"> <li>Mr. Angelo S. Bugarin</li> <li>Mr. Julio Casilan</li> <li>Ms. MaryGrace C. Jaquilmac</li> </ol>	Member Member Member

Office of the Chairman : (02) 8721-5325  
(02) 8721-5324  
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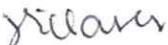
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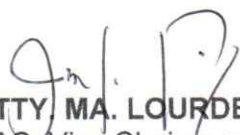

	<b>END USERS</b>  1. Mr. Bonifacio D. Garcia	
	<b>OBSERVERS:</b>  1. Ms. Estella Salandanan 2. Ms. Irene Chrysanthemum Lim	COA Representative COA Representative
<p><b>Note:</b> Has also invited the following:  <b>CDA Officials</b>  <b>NATCCO – CEO Sylvia Paraguya</b>  <b>PCCI – Sec. Gen. Ruben Pascual</b></p>		
<b>NAME OF BIDDER'S REPRESENTATIVES</b>	<b>Prospective Bidder</b>	<b>Representative</b>
	Inc.BizVentures Inc.	Ms. Anilyn Oracion
	Columbia Technologies, Inc.	Mr. Rhener Balonio
	Macrologic	Ms. Janice Medenilla Mr. Mandy San Diego
	TECHSOLVE SYSTEMS SOLUTIONS INC.	Ms. Angeline Macahilas
	(no mention of company)	Mr. Mandy San Diego
	Joneco Tech Marketing Corp.	Ms. Angielyn Paderes
	Sonkkens Office Equipment Trading	Mr. Roel Millena
	Quartz Business Products Corp.	Ms. Jessica Guillermo
<b>CALL TO ORDER</b>	The Pre Bid Conference commenced at 10:00 AM, starting with a prayer led by Mr. Elevazo, the BAC Chairperson. Mr. Bajado of the BAC Secretariat acknowledged the attendees and confirmed that a quorum was reached.	
<b>AGENDA</b>	<p>Continuation of the presentation of bid documents relative to the <b>SUPPLY AND DELIVERY OF 291 UNITS OF LAPTOP COMPUTERS FOR THE COOPERATIVE DEVELOPMENT AUTHORITY FOR FY 2024 WITH CONTRACT NO. CDA-GOODS-2024-04</b></p> <p>Atty. Pacao moved for the approval of the sole agendum as presented by the Secretariat, which was duly seconded by Mr. Malapit.</p>	
<b>PRESENTATION OF BID DOCUMENTS</b>	Presented last May 21, 2024	
<b>SECTION I. INVITATION TO BID</b>	Presented last May 21, 2024	

<b>SECTION II. INSTRUCTIONS TO BIDDERS</b>	Presented last May 21, 2024	
<b>SECTION III. BID DATA SHEET</b>	Presented last May 21, 2024	
<b>SECTION IV. GENERAL CONDITIONS OF CONTRACT</b>	Presented last May 21, 2024	
<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT</b>	Presented last May 21, 2024	
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	Presented last May 21, 2024	
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	Presented last May 21, 2024	
	The inquiries raised and addressed during the open forum, to wit:	
	<b>MS. ANGIELYN PADERES</b>	<ol style="list-style-type: none"> <li>1. On the Processor, replacing Intel with an AMD equivalent is acceptable as long as it matches the Icon 5 standard.</li> <li>2. The display size can be 14 inches but should not exceed 15.6 inches.</li> <li>3. The refresh rate cannot be lower than 144 hertz.</li> <li>4. An environment-friendly will be considered as an alternative instead of the mercury-free requirement, however, a certification shall be required from the manufacturer.</li> <li>5. The use of a DC adapter will be discussed during the executive session.</li> <li>6. The use of a Polymer battery instead of a Li-Ion battery will be discussed during the executive session.</li> <li>7. A decision regarding relaxing the HDMI adapter requirement from 2.1 to 1.4 will be made during the executive session.</li> <li>8. Microsoft Office should include Word, Excel, and PowerPoint.</li> <li>9. A certificate of authenticity from an authorized reseller of Microsoft Office as suggested will be considered during the executive session.</li> <li>10. Third-party headset brands are acceptable as long as they are compatible with the laptop.</li> <li>11. The service center list in Metro Manila by the manufacturer is acceptable. In addition, this will be included in the executive session for re-wording.</li> </ol>

		<p>12. The request to extend the delivery period by up to 90 calendar days will be discussed in the executive session.</p> <p>13. Refer to the instructions in the bidding documents for attaching supporting documents.</p> <p>14. It is already acceptable if only the laptop is included in the SLCC of the Bid Data Sheet.</p>
	<b>Mr. MANDY SAN DIEGO</b>	An inquiry whether it's possible to adjust the maximum weight from 3.31 lbs. to a minimum of 3.9 to 4.4 lbs. This will be a part of the discussion during the executive session.
	<b>MR. RHENER BALONIO</b>	<ol style="list-style-type: none"> <li>1. On the scope of work, it will be installation, of licensed MS Office.</li> <li>2. On Microsoft Office 2021, whether it is Home or Business series, as long as it is a perpetual license and version 2021, it meets the requirement.</li> <li>3. Outlook is not being used.</li> <li>4. Regarding the Wireless Mouse, the requirement is the same brand.</li> <li>5. The delivery location is at CDA HO.</li> </ol>
	<b>MS. ANGIELYN PADERES</b>	<ol style="list-style-type: none"> <li>1. Regarding the 1-year international warranty, it means that if a laptop is purchased in the Philippines and the user travels abroad, the warranty will still be applicable in the country he/she visits.</li> <li>2. For document submissions, only online submissions are allowed.</li> <li>3. There was an inquiry about the possibility of adjusting the bid opening date. It was mentioned that updates will be provided as necessary.</li> </ol>
	<b>MS. JESSICA GUILLERMO</b>	<ol style="list-style-type: none"> <li>1. A suggestion about adding a certification from the supplier for MS Office 2021 to verify it on the Microsoft website.</li> <li>2. Regarding the suggestion on the .2 kg maximum weight limit, this will be discussed in the executive session.</li> <li>3. For the SLCC, it is necessary to include the office operating system and office productivity tools.</li> <li>4. Lastly, it was clarified that the 1-year international warranty provision should not be omitted.</li> </ol>

<b>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>	Presented the contents of the Checklist of Technical and Financial Documents.  No discussion
<b>SECTION IX. BIDDING FORMS</b>	Presented the contents of the Bidding Forms.  No discussion
<b>EXECUTIVE SESSION</b>	<p>The matters outlined below were deliberated and agreed upon, and will be subject to the approval of the Board of Directors.</p> <ol style="list-style-type: none"> <li>1. <b>Mercury free, environment friendly</b> To rephrase 1.5.5 as follows, "Environment friendly either as certified by the Manufacturer or as indicated in the product brochures/manual.</li> <li>2. <b>Weight, maximum of 3.31 lbs.</b> Maximum of 3.9 lbs.</li> <li>3. <b>Adapter</b> USB Type C 65W Or DC-in</li> <li>4. <b>Battery</b> Retain Li-ion</li> <li>5. <b>HDMI</b> Retain specification</li> <li>6. <b>MS Office</b> To require certificate of Genuineness and/or Authenticity from Microsoft</li> <li>7. <b>SERVICE CENTER</b> The contractor shall provide a certification that the manufacturer has a service center in Metro Manila.</li> <li>8. <b>DELIVERY PERIOD</b> The delivery must be completed within 90 working days.</li> <li>9. <b>BID DATA SHEET PARTICULARLY IN THE SLCC</b> Laptop only is acceptable</li> <li>10. <b>TITLE OF THE PROJECT</b> To include operating system and office productivity tools</li> </ol>
<b>ADJOURNMENT</b>	There being no more clarifications, the meeting was adjourned at 2:00 PM

<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on <b>May 28, 2024</b>
<b>PREPARED BY</b>	 <b>JOSIE L. VILLAVER</b> Member, BAC Secretariat Date: <b>June 18, 2024</b>

<b>APPROVED</b>	 <b>INOCENCIO M. MALAPIT</b> BAC, Member   <b>ATTY. MA. LOURDES P. PACAO</b> BAC, Vice Chairperson   <b>RAY R. ELEVAZO, CESE, MNSA</b> BAC, Chairperson
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