



SOCIAL HOUSING FINANCE CORPORATION

MINUTES OF PRE-BID CONFERENCE

Present were:

BAC Members:

Atty. Jose D. Melgarejo (Chairperson)
Mr. Donato Exconde
Ms. Josefina Banglagan
Ms. Lorie Lynn Bundoc

BAC TWG:

Mr. Nathaniel Castaritas (Head)
Mr. Cris Alanes
Mr. Arben Pandac

BAC Secretariat:

Ms. Ethel Bugho
Ms. Ofelia Millarez
Ms. Delia Silvia

Prospective Bidders:

Mr. Eugene Gallarin
(Columbia Technologies, Inc.)
Ms. Twinkle Perlawan
(e-Partners Solutions, Inc.)
Ms. Glaiza Jalop
(e-Partners Solutions, Inc.)

The pre-bid conference for Project No. 2016-05: Procurement of the Supply and Delivery of Various I.T. Equipment, held at the SHFC Board Room, 5th Floor, BDO Plaza, Paseo De Roxas, Makati City, was called to order at 11:10 a.m. of March 04, 2016, and was presided by the BAC Chairman, Atty. Jose Melgarejo.

1. Administrative Matters

- The BAC commenced the discussion regarding the change of time of bid opening, amending it from 10:00am of March 16, 2016, to 3:00pm of the said date thence, rectifying some sections of the bidding documents particularly the Invitation to Bid and Bid Data Sheet;
- Discussion on the observance of schedule of delivery was similarly emphasized in the meeting given that the winning bidder for the previous I.T. Equipment project will be delayed in delivering the items; thus, the BAC Chairman stressed that for this I.T. Project, terms appearing in the Notice of Award (NOA) should indicate forfeiture of performance bond in case of failure of delivery in order to prevent the recurrence of last project's delay of delivery that inevitably becomes disadvantageous to the corporation.

2. Business Matters:

- At the onset, the BAC discussed the above subject matter of the grounds wherein SHFC may call upon the performance bond, more particularly the reasons for its forfeiture.
- Thereafter, the BAC and TWG presented and discussed the technical specifications and schedule of requirements of the Bid, including the explanation of the different documents to be submitted by each bidder

- Questions and clarifications were raised by the Bidders on the part of the Technical Specifications, Bid Data Sheet, Schedule Requirements, Bidding Forms, among others (Please see attached Supplemental Bid/Bulletin No. 2).
- There have also been some queries on the part of the technical specifications of the laptop computer particularly on the wireless mouse which will be amended, from: Accessories: carrying case w/ wireless mouse, to: Accessories : Carrying case w/ wireless mouse of any brand but it must have a one (1) year limited hardware warranty
- As for the technical specification of the scanner, it will be amended from: Scanning Method : CIS, to: Scanning Method : CCD (Charge-Coupled Device)
- There have been no further queries raised on other parts of the Bidding Documents particularly in the Invitation to Bid, the Instructions to Bidders, the other conditions of the project, the bid evaluation and post-qualification evaluation of the lowest calculated bidder.
- There have been reminders on the warranty requirement of the project and the offenses and penalties against erring bidders and officials.

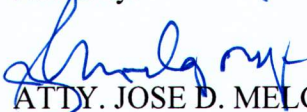
3. Noted comments/reactions from the BAC representatives and bidders:

There having no other remaining topics for discussion, the pre-bid conference adjourned at about 12:10p.m..

Prepared by:


ETHEL S. BUGHO
Head of BAC Secretariat

Noted by:


ATTY. JOSE D. MELGAREJO
BAC Chairman