

**MINUTES OF THE MEETING
HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 4
ON SEPTEMBER 17, 2020, THURSDAY, 2:00 P.M.
VIA ONLINE CONFERENCE USING ZOOM APPLICATION**

AGENDA : PRE-BID CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF ATTENDANCE
CAPTURING MACHINES UNDER ITB NO. PB20-01-017CORa-08
(REBIDDING)

PRESENT :

Alberto Antonio R. Villarama	Vice-Chairperson, ITD
Atty. Maria Concepcion A. Gloria- Rubio	Member, IVD
Joseph Rolando M. Barredo	Member, TD
Ian Lester D. Baldos	Member, FMED
Nelia M. Lorenzo	Alternate Provisional Member, End-user, HRDG
Irene M. Reyes	End-user's Representative, HRDG
Carmen R. Corotan	Technical Personnel, HRDG
Rommel M. Olegario	Technical Personnel, HRDG
Edeliza M. Pama	Technical Personnel, ITD
Napoleon P. Bayangos	Technical Personnel, ITD
Jayson B. Villones	Technical Personnel, ITD
Antenor N. Bernal	Technical Personnel, ITD
Bryan S. Bigalbal	Sr. Procurement Officer
Angelica B. Acoba	Procurement Officer 1, PD

ALSO PRESENT :

Emil Tan	Blue Sky Trading Company
Alpha de Leon	Blue Sky Trading Company
David Tio	Blue Sky Trading Company
Gary Dahuela	Blue Sky Trading Company
	Chase Technologies

1.0 CERTIFICATION OF QUORUM:

The representative of the Procurement Department (PD) certified that there is quorum.

2.0 CALL TO ORDER:

The Vice-Chairperson of the Bids and Awards Committee (BAC) 4, Mr. Alberto Antonio R. Villarama, called the meeting to order at 2:00 p.m.

3.0 PURPOSE:

- 3.1 To explain in detail the contents of the Bidding Documents provided to the bidders.
- 3.2 To answer queries the bidders want to clarify relative to the documents issued to them.

4.0 INTRODUCTION:

- 4.1 The Vice-Chairperson introduced the members of the Committee, end-user and its Technical Working Group (TWG), and the PD. He also acknowledged the presence of the two (2) prospective bidders, namely:
 1. Blue Sky Trading Company, and
 2. Chase Technologies
- 4.2 PD welcomed any clarifications/queries the prospective bidder might ask relative to the project, to be able to immediately settle any issues raised.

5.0 DISCUSSION:

5.1 PD discussed the salient provisions of the bidding documents and the conduct of the bidding process. Attached hereto as Annex 'A' were the slide presentations, Schedule of Requirements and Technical Specifications for reference.

5.2 The queries/clarifications raised and the responses thereto were as follows:

QUERY/CONCERN	RESPONSE
How the ID looks like?	The end-user showed a sample of the ID For example: 00-1111
What is your existing device?	Slot type
What is the server being used in the data base?	The server mentioned here is an ordinary computer being used by the person who processes the attendance. And the existing data is the data that will be created by the program once the employee swiped and will come up with the format we have given on the TOR (additional requirements).
How is data being downloaded from the laptop?	Since what we are procuring is a computer, when the network is down we can go to the terminal and copy the files to the USB flash drive. In the mini pc that must provide by the supplier should include a program that must compatible to the existing program, including the direct downloading program from the device.
In your system now, who collects the data?	We have data that collects the info. Our AS400 (centralized server) is the software being used. This process is on our own system. The supplier has nothing to do about it.
Is it text formatted?	Please refer to TOR for the required format of IN/OUT output from Attendance capturing machine

6.0 ADJOURNMENT:

There being no further matter to discuss, the Vice-Chairperson adjourned the meeting at 3:40 p.m.

Prepared by:



ANGELICA B. ACOBA
Procurement Officer 1, PD

Noted by:



BRYAN S. BIGALBAL
Senior Procurement Officer

ATTESTED BY:

NOT PRESENT

ARNOLD FERDINAND C. SALVOSA
Chairperson, LG



ALBERTO ANTONIO B. VILLARAMA
Vice-Chairperson, ITD



MARIA CONCEPCION A. GLORIA-RUBIO
Member, IVD

JOSEPH ROLANDO M. BARREDO
Member, FG

NOT PRESENT

COLBERT M. BAUTISTA
Member, GLDD

IAN LESTER D. BALDOS
Member, FMED



NELIA S. LORENZO
Alternate Provisional Member, End-user,
HRDG



EDELIZA M. PAMA
Technical Personnel, ITD



IRENE M. REYES
End-user's Representative, HRDG



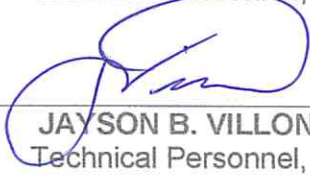
CARMEN R. COROTAN
Technical Personnel, HRDG



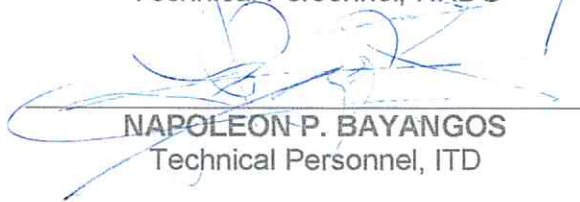
ANTENOR N. BERNAL
Technical Personnel, ITD



ROMMEL M. OLEGARIO
Technical Personnel, HRDG



JAYSON B. VILLONES
Technical Personnel, ITD



NAPOLEON P. BAYANGOS
Technical Personnel, ITD

