

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: Lease of Information and Communication Technology Equipment for CY 2019

Activity Conducted: Pre-Bid Conference

Date and Time: 29 July 2019; 10:00 A.M.

Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Kristine Margret L. Malang	Vice-Chairperson
Ms. Rowena F. Mutia	Alternate Member
Ms. April Aliwalas	End-user Representative (OAMSS-ITCRD)

OTHERS

Mr. Juan Gerardo V. Garcia	Member
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BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

Ms. Melinda Medalla	American Technologies, Inc.
Mr. Archie Mateo	American Technologies, Inc.

II. CALL TO ORDER

The meeting was called to order at 10:08 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and one (1) potential bidder namely, American Technologies, Inc.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Lease of Information and Communications Technology Equipment for CY 2019 with an Approved Budget for the Contract (ABC) of Five Million Two Hundred Ninety Thousand Pesos (PhP 5,290,000.00) only.
- On the sixth (6th) bullet of Item III, Technical Specifications for Dual Monitor Desktop Computers, the Committee agreed to change 2x8GB (1x4GB) to **2x4GB or 1x8BG** as it was a typographical error.
- On the sixteenth (16th) bullet of Item III, Technical Specifications for Dual Monitor Desktop Computers, the potential bidder asked if each monitor shall have individual supporting stand or a single stand for the two (2) monitors. The Committee said that they will clarify it with the end-user.
- The Committee made the following clarifications:
 - That the 2 units of laptop shall have Windows 10 Pro pre-installed and not Windows Home.
 - That on the submission of Single Largest Completed Contract, any Contracts related to IT equipment may be used as SLCC.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 10:35 a.m.

Minutes taker:


Ms. Micaella J. Tobias
BAC Member

Noted by:


Mr. Teddy Edmund T. Pavon
BAC Secretariat Head