

**MINUTES OF PRE-BID CONFERENCE
JULY 26, 2019**

**SUBSCRIPTION FOR A METRO ETHERNET SERVICE CONNECTING THE FIELD OFFICE
AND ITS SWAD OFFICES**

ATTENDANCE:

ENRIQUE H. GASCON, JR. -	BAC Chairperson
CHUCK STUART B. SOTTO-	Provisional Member – End-User
LOVEMAR A. CANLAS -	Provisional Member – Technical Expert
VIC GUINTO -	PLDT Representative
NESTOR ABASOLO -	PLDT Representative
LANY LIZEL G. DIAZ -	BAC Secretariat Head
BEVERLY T. GAMA -	BAC Secretariat Member

The meeting was call to order by the BAC Chairperson, Mr. Enrique H. Gascon, Jr. at 3:20PM at ARDA’s Conference Office.

The meeting was originally scheduled on 1:00PM but was moved due to unavailability of quorum due to urgent meeting needed to be attended by the BAC Chairperson and the Vice Chairperson and the Alternate Vice Chairperson is not available.

From the invited prospective suppliers, PLDT representative were present only while Globe informed us that they cannot send representative due to their busy schedule for the said pre-bid. The pre-bid conference was then facilitated and hereunder are the highlights of the meeting, to wit:

SPECIFICATIONS	DISCUSSIONS/AGREEMENTS
1.Subscription to a Metro Ethernet Service Connecting the Field Office and its SWAD Offices	To change the title to Monthly Subscription of a Metro Ethernet Service Connecting the Field Office and its SWAD Offices
2. DSWD-CAR Main Office (Point A) / # 40 North Drive, Baguio City, at ≥50 Mbps	To remove ≥50 Mbps, since there is already existing for the Field Office.
3. SWAD Abra / 2 nd floor Yamaha Building., Capitulacion St., Linasin Zone 1, Bangued, Abra	To include ≥10 Mbps since it was miss out.
4. Inclusive of all needed customer premise equipment such as modem, switches, routers, media converter and transceiver	To change the specifications to – Inclusive of customer equipment such as switches, modem, open bay rack and others that is deem necessary in the implementation.
5. Inclusive of conduits and in-house wiring	To delete in the specifications since it depends on the office building.
6.Service Availability: 99.95%	To reduce the Service Availability to 99.6% as it is the standard rate.

7. If the department requires additional bandwidth sites, the service provider shall provide said additional bandwidth free of charge.	To delete in the specifications since it really requires additional cost for additional bandwidth.
8. If there will be sites that will require transfer of connectivity in the future, the service provider shall facilitate its connection relocation and provide the same bandwidth free of charge	To add in the specifications that it will be free of charge if within 1 kilometer from the service provider cable facility
9. Payment Terms and Conditions	To include monthly payment term as basis for payment after receipt of Statement of Account.
10. Award is per Lot	Award should be made on item basis.

The bid supplement form and the revised RFQ will be posted on July 29, 2019 and the closing of the RFQ will be moved from July 31, 2019, 6pm to August 1, 2019 6pm.

Having no more issues to discuss, the meeting was adjourned at 4:20PM.

Prepared by:

Sgd
Beverly T. Gama
 BAC Secretariat Member

Reviewed by:

sgd
Lany Lizel G. Diaz
 BAC Secretariat Head

Approved By:

sgd
Enrique H. Gascon, Jr.
 BAC Chairperson