



**MINUTES OF PRE-BID CONFERENCE**

SPMO, Conference Room

23 AUGUST 2017

**UPLB-S-065-9-17**

**SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY, PARTS, ACCESSORIES AND PERIPHERALS**

Present:

*Bids and Awards Committee (BAC):*

For. Roberto P. Cereno – *Chairman (On official trip)*

Mr. Allan B. Anoyo - *Vice-Chairman*

Engr. Teodulfo S. Delgado - *Regular Member*

Prof. Zoilo D. Belano Jr. - *Provisional Member*

Mr. Vernon I. Velasco - *Provisional Member*

*Legal Consultant:*

Atty. Paul Kenneth B. Davis

*BAC Secretariat:*

Ms. Liza G. Custodio - *BAC SEC Chair (On official trip)*

Ms. Judith D. Unson - *Member/Secretary*

Ms. Gelina A. Zerrudo - *Member/Secretary*

Ms. Mary Ann E. Mateo - *Member/Secretary*

Ms. Rhea G. Aquino - *Member/Secretary*

*Observer:*

Dr. Virgilio V. Garcia – *PAFT*

*TWG:*

Mr. Alexander Lustria - *TWG*

*End-users:*

Mr. Pius Murillo – *Main Library*

Ms. Antoni Kristoferlin – *CDC*

Mr. Jeckel Manila – *OIL*

Ms. Maria Cristina Umali – *OIL*

The Pre-bid Conference for the **UPLB-S-065-9-17, SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY, PARTS, ACCESSORIES AND PERIPHERALS** was held on 23 August 2017 at 2:35 p.m. presided by Mr. Allan B. Anoyo, Vice-Chair.

**Matters Discussed:**

No prospective bidder attended the Pre-bid Conference. The end-users were advised to help in the dissemination of the schedule of opening of bids for the above stated project. Prospective bidders must be invited to submit bids on the scheduled date of submission and opening of bids.

The summary of the requirements for the project is indicated in the Checklist of Requirements for bidders. (Attachment 1)

The technical specifications were discussed with the end-users. No changes were done. (Attachment 2)

The delivery term was set to thirty (30) calendar days upon receipt of the Notice to Proceed.

The deadline for submission of bids is on 6 September 2017, 1:30 PM.



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
**Bids and Awards Committee (Regular)**  
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There having no other remaining topics for discussion, the pre-bid conference adjourned at 2:43 pm.

**PREPARED:**

GELINA ZERRUDO  
BAC Secretariat, *Member/Secretary*  
25 August 2017

**CONCURRED WITH:**

LIZA G. CUSTODIO  
BAC Secretariat, *Chair*

**APPROVED:**

ROBERTO P. CERENO  
BAC Regular, *Chair*