


Pre-Bid Conference Minutes

To: Distribution of Bidders
Date: September 16, 2021 at 10:00 a.m.
From: Greta Balmeo, Procurement 
Subject: IFB#GHURA-COCC-021-010 IT Equipment
Desktop Computers, Laptop Computers, Uninterruptible Power Supply
(UPS), Servers, Impact Printers, Laser Printers and AIO Color Laser Printers

GHURA Representatives:

Julieann Lujan, MIS
Bill Eriksen, MIS
Greta Balmeo, Procurement

Attendance:

Alexis Bordallo, Megabyte
Benson Au-Yeung, Soft Pacific Inc.
Franklin Artero, Pacific Data Systems
(See attached Zoom attendance log)

Housekeeping:

- Bids must be received at the Sinajana Main Office no later than 10:00 a.m. on Thursday, September 30, 2021.
- Vendors must allow ample time to submit bids. Parking is limited due to activities with Section 8 and the Mayor's office.
- COVID-19 social distancing practices are in place – persons entering the GHURA Main Office are required to wash their hands prior to entering and have their temperature measured.
- When vendors submit their bid, they must ensure they sign the bid submission form.
- Bid registration form is available on the website and may be submitted via email or in person.
- The \$50.00 registration fee must be made by the bid due date. You may call or email Procurement to schedule an appointment for the bid registration payment at the GHURA Main Office.
- All correspondence shall be addressed to the Executive Director, Mr. Ray Topasna, GHURA's Contracting Officer, and attention to Ms. Greta Balmeo, Procurement Division.
- Ms. Greta Balmeo is the point of contact for inquiries and requests pertaining to the procurement process.
- All technical questions must be submitted in writing and GHURA will provide a response by issuing an addendum.

Administrative Requirements:

- This is *not* an All or None bid. Bidders are not required to quote on all items. Bidder may quote on one, or a combination of bid items. GHURA maintains the right to award to the lowest, responsive, responsible, bidder(s).
- Procurement schedule:
 - o Bid available date: Thursday, September 9, 2021
 - o Pre-Bid Conference: Thursday, September 16, 2021 10:00 a.m.
 - o Deadline for Questions/Requests: Tuesday, September 21, 2021 by 5 p.m.
 - o GHURA's response: Thursday, September 23, 2021 by 5 p.m.
 - o Bid Closing: Thursday, September 30, 2021 at 10 a.m.
- The Bid advertisement, registration form, specifications, and additional bid information is available on GHURA's website.
- Bids will be disqualified and rejected if they are late, are non-compliant, incomplete, or ambiguous. Please ensure information is accurate and specific when submitting bids.
- Payment terms on are on a Net 30 Days basis. Once IT Equipment are received, and invoices are submitted accurately and certified, our accounting division shall process payment accordingly.

Required Bid Documents:

- Current business license
- Contact for Contract Administration Form
- GHURA Form 016 Bid Bond
- Disclosure of Organizational Conflict of Interest Affidavit
- HUD Form 5369-C (Certifications and Representations of Offerors)
- AG Forms must be signed and notarized:
 - o AG Form 002 (Affidavit Disclosing Ownership and Commissions)
 - o AG Form 003 (Non-Collusion affidavit)
 - o AG Form 004 (Non-Gratuity Affidavit)
 - o AG Form 005 (Affidavit re Ethical Standard)
 - o AG Form 007 (Affidavit re Contingent Fees)
- Brochures and Descriptive Literature, and k. Authorized Retailer/Service Certificate
- Vendor Bid Form (6 Bid Items)
 - o Bid Item #1: Desktop Computer (22)
 - o Bid Item #2: Desktop Computer, Mid Tower (4)
 - o Bid Item #3: Laptop Computer (2)
 - o Bid Item #4: Uninterruptible Power Supply (31)
 - o Bid Item #5: B/W Laser Printer (9)
 - o Bid Item #6: Multifunction Color Laser Printer (4)
 - o Bid Item #7: Multifunction Color Laser Printer (1)
 - o Bid Item #8: Impact Printer (1)
 - o Bid Item #9: Impact Printer (1)
 - o Bid Item #10: Rack Mount Server (5)
- Any and all addendums

Questions & Answers:

1. **(Q) Page 4, Section G, the bid due date states 10 AM, CHST on September 9, 2021 .**
(R) Page 4, Section G the due date should reflect 10 AM CHST on September 30, 2021.
2. **(Q) Regarding AG Form 002 (Affidavit Disclosing Ownership and Commissions), the AG's Office updated the form on April 2021.**
(R) GHURA is awaiting response from the Office of Attorney General.
3. **(Q) Is the pre-bid conference mandatory**
(R) No, pre-bid conference is not mandatory for bidders to submit bids.
4. **(Q) Delivery timeline indicates 45 days. Will GHURA consider additional time of 90-120 days for delivery?**
(R) GHURA will accommodate a delivery schedule of up to 120 days, granting that the awarded vendor provide evidence the procurement process is in progress and that delay is not due to negligence on the awarded vendor's part.
5. **(Q) Is installation expected of the equipment or just delivery?**
(R) Delivery only.

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
85997608861	Pre-Bid Conference IFB#GHURA-COCC-021-010 IT Equipment	9/16/2021 9:51	9/16/2021 10:18	gbalmeo@ghura.org	28	8

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Greta Balmeo	gbalmeo@ghura.org	28	No
JULIE LUJAN		27	Yes
bill		27	Yes
Alexis Bordallo		24	Yes
Franklin		23	Yes
Soft Pacific (Benson Au-Yeung)		23	Yes