



# COLLEGE OF MICRONESIA-FSM

P.O. BOX 159, Palikir, Pohnpei  
Federated States of Micronesia, 96941  
www.comfsm.fm


Phone: (691) 320-2480/2481/2482

Fax: (691) 320-2479

Information  
Technology  
Office

August 11, 2016

## Internal Memo

To: Mr. Gordon Segal, IT Director  
From:  Paul Sonden, IT Administrative Assistant  
Subject: Pohnpei Campus lab turn over bid review

The Pohnpei Campus lab turn over review was held today, 10/06/2015 to Review and discuss on the bids. The meeting was called to order at 09:30am. Members of the IT Office present were Chris Gilimete -Network Administrator, Gordon Segal - IT Director, and Paul Sonden – Administrative Assistant I.

### Meeting discussion:

#### 1): Pohnpei Campus lab turnover bid review

- Five bids were received in response to the Request for Bids (RFB): AAA Office Supplies, H&D Products International, Micronesian Computer Services (MCS), Pacific Tech HI, and Progressive Computer Services, Inc. (PCS). Bid forms were distributed among members, Chris Gilimete, Gordon Segal, and Paul Sonden. Forms were reviewed and winning bidder was identified and agreed upon by all three members based on cost.
- H&D Products International is a new Vendor. We have had delivery problems with AAA Office Supplies in the past. This led to short-listing of three vendors: Micronesian Computer Services(MCS), Pacific Tech HI, and Progressive Computer Services (PCS).
- After the three short-listed bids were selected, staff conducted further review and selected Micronesian Computer Services, Inc. (MCS) based on cost.

Meeting adjourned at 10:45am.