



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



MINUTES OF MEETING



CDA Bids and Awards Committee (Central Office)

October 1, 2020, 10:00AM - 12:00NN

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																															
PROJECT	DEVELOPMENT OF THE SYSTEM AND SUPPLY AND DELIVERY OF HARDWARE REQUIREMENT FOR THE COOPERATIVE RESEARCH, INFORMATION AND TRAINING DIVISION (CRITD) UNDER CONTRACT NO. CDA-GOODS-2020-02																																															
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CALL TO ORDER	<p>The Pre-Bid Conference was started at 10:32 AM and presided by the BAC Chairman. Thereafter, DED Platero instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <p>Having established the required quorum, DED Platero proceeded with the pre-bid conference proper.</p> <p>DED Platero also discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce & Industry and Philippine Cooperative Center as Observers to the Pre-Bid Conference.</p>								
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines. DED Platero including the other members of the BAC agreed to the following schedules:</p> <table border="1" data-bbox="523 869 1490 1039"> <thead> <tr> <th data-bbox="523 869 1007 902">ACTIVITIES</th> <th data-bbox="1015 869 1490 902">SCHEDULE</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 904 1007 969">Advertisement to PhilGEPS and CDA website</td> <td data-bbox="1015 904 1490 969">September 23, 2020</td> </tr> <tr> <td data-bbox="523 972 1007 1005">Pre-Bid Conference</td> <td data-bbox="1015 972 1490 1005">October 1, 2020</td> </tr> <tr> <td data-bbox="523 1008 1007 1039">Submission & Opening of Bids</td> <td data-bbox="1015 1008 1490 1039">October 13, 2020</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE	Advertisement to PhilGEPS and CDA website	September 23, 2020	Pre-Bid Conference	October 1, 2020	Submission & Opening of Bids	October 13, 2020
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>The BAC Chairman advised the bidders who availed the Certificate of PhilGEPS Registration (Platinum Membership) that they are exempted from the submission of the following documents during the Opening of Bids:</p> <ol style="list-style-type: none"> 1. Registration Documents from DTI, SEC and CDA; 2. Copy of Mayor's Permit for 2019; 3. Copy of Audited Financial Statement, stamped "received" by the BIR; and 4. Valid and current Tax Clearance. <p>Further, the above-mentioned requirements shall be readily available during the conduct of the post-qualification by the BAC Technical Working Group (TWG).</p>								
SECTION III. BID DATA SHEET	<p>Presented the details of the Bid Data Sheet. No discussion.</p>								
SECTION IV. GENERAL CONDITIONS OF CONTRACT	<p>No discussion.</p>								
SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the details of the Special Conditions of the Contract. No discussion.</p>								

SECTION VI. SCHEDULE OF REQUIREMENTS	No discussion.							
SECTION VII. TECHNICAL SPECIFICATIONS	<p>For issuance of Supplemental/Bid Bulletin.</p> <p>On Item II. ELIGIBILITY OF BIDDERS, the BAC unanimously agreed to issue a <u>Supplemental Bid Bulletin</u> to amend the following:</p> <table border="1" data-bbox="523 611 1493 1218"> <thead> <tr> <th data-bbox="523 611 1007 678">FROM</th> <th data-bbox="1015 611 1493 678">TO</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 683 1007 913">1. Prospective Bidders must be in the business relevant to the Project (i.e. provision of Application Software and Data Integration) for a minimum period of ten (10) years.</td> <td data-bbox="1015 683 1493 913">1. Prospective Bidders must be in the business relevant to the Project (i.e. provision of Application Software and Data Integration) for a minimum period of five (5) years.</td> </tr> <tr> <td data-bbox="523 918 1007 1218">2. The Bidder must have a relevant/similar project implementation of at least Ten (10) Human Resource Information System and Five (5) Asset/Property/Inventory Management System to Government offices/agencies.</td> <td data-bbox="1015 918 1493 1218">2. Prospective Bidders must have completed and/or have existing relevant/ similar projects.</td> </tr> </tbody> </table>		FROM	TO	1. Prospective Bidders must be in the business relevant to the Project (i.e. provision of Application Software and Data Integration) for a minimum period of ten (10) years.	1. Prospective Bidders must be in the business relevant to the Project (i.e. provision of Application Software and Data Integration) for a minimum period of five (5) years.	2. The Bidder must have a relevant/similar project implementation of at least Ten (10) Human Resource Information System and Five (5) Asset/Property/Inventory Management System to Government offices/agencies.	2. Prospective Bidders must have completed and/or have existing relevant/ similar projects.
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SECTION VIII. BIDDING FORMS	No discussion.							
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:52 PM.							
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on October 1, 2020.							
PREPARED BY	 <p>MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>October 1, 2020</u></p>							
CERTIFIED CORRECT	 <p>Chief JOVILYN GAFFUD-MARQUEZ Head, BAC Secretariat <i>JM</i></p>							

APPROVED



Chief **JOANNE N. LIMPIN**

BAC Member



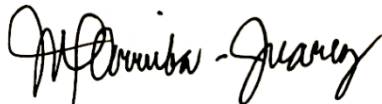
Chief **MONATAO HONEYA R. ALAWI**

BAC Member



Chief **MELISSA C. SANTOS**

BAC Member



Director **MONALIZA P. ARRIBA-JUAREZ**

BAC Member



Director **ELIZABETH O. BATONAN**

BAC Vice-Chairman



DEP **GIOVANNI T. PLATERO**

BAC Chairman