



COOPERATIVE DEVELOPMENT AUTHORITY

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

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MINUTES OF MEETING

CDA Bids and Awards Committee (Central Office)



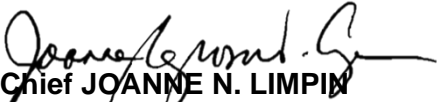


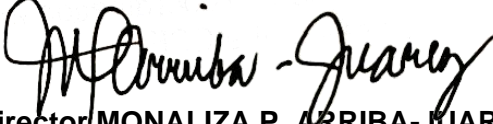
October 5, 2020, 10:00AM - 10:55AM

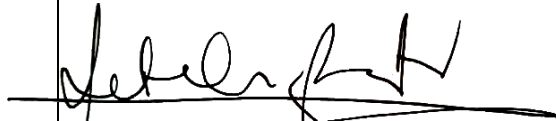
TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE					
PROJECT	SYSTEM MAINTENANCE AND ENHANCEMENT OF THE CDA'S COOPERATIVE SYSTEM (CS) WITH CONTRACT NO. CDA-GOODS-2020-03					
ATTENDEES	BIDS AND AWARDS COMMITTEE					
	<ol style="list-style-type: none"> Giovanni T. Platero Atty. Elizabeth O. Batonan Atty. Mona Liza P. Arriba-Juarez Melissa C. Santos Monatao Honeya R. Alawi Atty. Joanne N. Limpin 	Chairman, BAC Vice Chairman, BAC Member, BAC Member, BAC Member, BAC Member, BAC				
	BAC SECRETARIAT					
	<ol style="list-style-type: none"> Atty. Jovilyn M. Gaffud-Marquez Jonal A. De Los Reyes Elmer A. Bajado Ronaldo G. Rivera Marygrace C. Jaquilmac Romaine Niño A. Talucod Ma. Antonette A. Pimentel 	Head, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat				
NAME OF BIDDERS/ REPRESENTATIVES	TECHNICAL WORKING GROUP					
	<ol style="list-style-type: none"> Atty. Lovely Mei Dela Cruz Doris D. Teodoro Bonifacio D. Garcia Carlito V. Buan 	Member, BAC TWG Member, BAC TWG Member, BAC TWG/ End-User Member, BAC TWG/ End-User				
	<table border="1"> <thead> <tr> <th>Company</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. SMS Global Technologies, Inc. Penthouse East Tower, Tektite Bldg., Exchange Road, Ortigas Center, Pasig City</td> <td>Francis Reyes Ma. Ceristina Zurbano</td> </tr> </tbody> </table>		Company	Representative	1. SMS Global Technologies, Inc. Penthouse East Tower, Tektite Bldg., Exchange Road, Ortigas Center, Pasig City	Francis Reyes Ma. Ceristina Zurbano
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1. SMS Global Technologies, Inc. Penthouse East Tower, Tektite Bldg., Exchange Road, Ortigas Center, Pasig City	Francis Reyes Ma. Ceristina Zurbano					
CALL TO ORDER	The Pre-Bid Conference started at 10:10AM and was presided by DED Platero - BAC Chairman. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of the attendees.					



	<p>Having established the required quorum, the BAC Chairman proceeded with the Pre-Bid Conference proper.</p> <p>DED Platero 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. Likewise, an invitation was sent to the Board of Directors and the Executive Director to be among the observers during the conduct of the said activity.</p> <p>Further, the BAC Chairman also discuss the compliance of CDA with GPPB Resolution 2020-12 relative to the issuance of Certification confirming the readiness and capability of CDA to conduct the electronic submission and receipt of bid documents.</p>								
<p>SECTION I. INVITATION TO BID</p>	<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="523 947 1490 1088"> <thead> <tr> <th data-bbox="523 947 1007 981">ACTIVITIES</th> <th data-bbox="1015 947 1490 981">SCHEDULE</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 981 1007 1014">Advertisement</td> <td data-bbox="1015 981 1490 1014">September 25, 2020</td> </tr> <tr> <td data-bbox="523 1014 1007 1048">Pre-Bid Conference</td> <td data-bbox="1015 1014 1490 1048">October 5, 2020</td> </tr> <tr> <td data-bbox="523 1048 1007 1088">Submission & Opening of Bids</td> <td data-bbox="1015 1048 1490 1088">October 20, 2020</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE	Advertisement	September 25, 2020	Pre-Bid Conference	October 5, 2020	Submission & Opening of Bids	October 20, 2020
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<p>SECTION II. INSTRUCTIONS TO BIDDERS</p>	<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>								
<p>SECTION III. BID DATA SHEET</p>	<p>Presented the details of the Bid Data Sheet. No discussion.</p>								
<p>SECTION IV. GENERAL CONDITIONS OF CONTRACT</p>	<p>Presented the details of the Bid Data Sheet. No discussion.</p>								

SECTION V. SPECIAL CONDITIONS OF CONTRACT	Presented the details of the Special Conditions of the Contract. No discussion.		
SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the details of the Special Conditions of the Contract. No discussion.		
SECTION VII. TECHNICAL SPECIFICATIONS	Discussion of items under Terms of Reference were as follows:		
	ITEM	QUERY FROM THE PROSPECTIVE BIDDER	CLARIFICATION
	<p>Page 87</p> <p>TRACK RECORD OF BIDDER:</p> <p>a) With at least five (5) years track record in the SYSTEM MAINTENANCE AND ENHANCEMENT</p> <p>b) With at least a very Satisfactory Rating from all its clients for the past five (5) years</p>	<p>Is the bidder required to submit during the Opening of Bids a proof that the company is operating its business for at least five (5) years?</p> <p>The bidder shared their difficulties in securing documents indicating satisfactory rating from their clients. Further, some entities including government clients are hesitant in providing said document for unknown reasons.</p>	<p>The BAC Chairman explained that the said document will be looked into during the conduct of the post qualification by the TWG.</p> <p>The BAC Chairman course through the issues to the TWG on how they will act or decide on the given requirements.</p>
	<p>Page 86</p> <p>5. The provider must be an ISO certified of the following: a. ISO 9001 (Quality Management System or QMS) b. ISO 27001 (Information Security Management Systems or ISMS)</p>	<p>The bidder expressed no objection on the specific requirement.</p>	

SECTION VIII. BIDDING FORMS	No discussion.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:55 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on October 5, 2020.
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>October 5, 2020</u>
CERTIFIED CORRECT	 Chief JOVILYN GAFFUD-MARQUEZ Head, BAC Secretariat <i>JM</i>
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



DED GIOVANNI T. PLATERO
BAC Chairman