



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 (Head Office)

November 10, 2020, 10:31AM - 12:21PM

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE	
PROJECT	(RE-BID) SUPPLY AND DELIVERY OF WIRELESS AUDIO SYSTEM FOR CDA HEAD OFFICE'S BOARD ROOM, CONFERENCE ROOM AND CDA REGIONAL OFFICES UNDER CONTRACT NO. CDA-GOODS-2020-07	
ATTENDEES	BIDS AND AWARDS COMMITTEE	
	1. Giovanni T. Platero	Chairman, BAC
	2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC
	3. Monatao Honeya R. Alawi	Member, BAC
	4. Atty. Joanne N. Limpin	Member, BAC
	BAC SECRETARIAT	
	1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat
	2. Jonal A. De Los Reyes	Member, BAC Secretariat
	3. Ronaldo G. Rivera	Member, BAC Secretariat
	4. Marygrace C. Jaquilmac	Member, BAC Secretariat
	5. Romaine Niño A. Talucod	Member, BAC Secretariat
	6. Ma. Antonette A. Pimentel	Member, BAC Secretariat
	TECHNICAL WORKING GROUP	
	1. Romeo A. Concepcion	Member, BAC TWG
	2. Doris D. Teodoro	Member, BAC TWG
	3. Carlito V. Buan	Member, BAC TWG
	4. Atty. Lovely Mei Dela Cruz	Member, BAC TWG
	OBSERVER	
	1. Josefina Montoya	COA Resident Auditor
NAME OF BIDDERS/ REPRESENTATIVES	Company	Representative
	1. Audio 4 Design	Kevin Villanda
	2. All Visual and Lights Systems Corp.	Raymond Christopher Uy Tan/ Adam Karl Ofiana
	3. Avid Sales Corporation	Camille Dee
CALL TO ORDER	The Pre-Bid Conference started at 10:31AM 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 as follows:</p> <table border="1" data-bbox="523 943 1490 1106"> <thead> <tr> <th data-bbox="523 943 1007 981">ACTIVITIES</th> <th data-bbox="1015 943 1490 981">SCHEDULE</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 983 1007 1021">Advertisement</td> <td data-bbox="1015 983 1490 1021">October 30, 2020, 10:00AM</td> </tr> <tr> <td data-bbox="523 1023 1007 1061">Pre-Bid Conference</td> <td data-bbox="1015 1023 1490 1061">November 10, 2020, 10:00AM</td> </tr> <tr> <td data-bbox="523 1064 1007 1102">Submission & Opening of Bids</td> <td data-bbox="1015 1064 1490 1102">November 24, 2020, 10:00AM</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE	Advertisement	October 30, 2020, 10:00AM	Pre-Bid Conference	November 10, 2020, 10:00AM	Submission & Opening of Bids	November 24, 2020, 10:00AM
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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 2020; 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>On Section III. Bid Data Sheet – Section 29.2I Page 45, the BAC Members unanimously agreed to issue a SUPPLEMENTAL BID BULLETIN to amend the requirements as follows:</p> <p style="text-align: center;">FROM</p> <p>3) Certification accompanied with proof that the brand offered has been in the Philippine Market for at least five (5) years. Proofs shall be in the form of Contract/ Official Receipt/Invoices.</p>								

	<p style="text-align: center;">TO</p> <p>3) Certification accompanied with proof that the brand offered including spare parts, is readily available in the Philippine Market and has been tried and tested. Proofs shall be in a form of written acceptance and favorable recommendations by previous clients engaged in similar contracts.</p>
SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the details of the General Conditions of the Contract. No discussion.
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 Schedule of Requirements No discussion.
SECTION VII. TECHNICAL SPECIFICATIONS	Presented the details of the Technical Specifications. No discussion.
SECTION VIII. BIDDING FORMS	Presented the details of the Bidding Forms No discussion.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:21PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 10, 2020.
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>November 10, 2020</u>
CERTIFIED CORRECT	 ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat <i>JM</i>

APPROVED



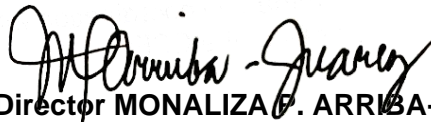
Chief JOANNE N. LIMPIN
BAC Member



Chief MONATAO HONEYA R. ALAWI
BAC Member

(Absent)

Chief MELISSA C. SANTOS
BAC Member



Director MONALIZA P. ARRIBA-JUAREZ
BAC Member

(Absent)

Director ELIZABETH O. BATONAN
BAC Vice-Chairman



DED GIOVANNI T. PLATERO
BAC Chairman