



COOPERATIVE DEVELOPMENT AUTHORITY

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

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MINUTES OF MEETING





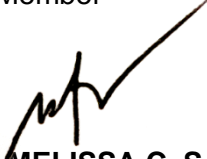
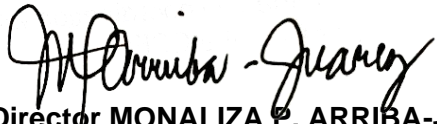
CDA Bids and Awards Committee (Central Office)

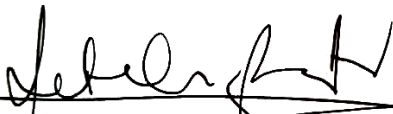
October 8, 2020, 10:00AM - 11:43AM

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE					
PROJECT	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-2020-04					
ATTENDEES	BIDS AND AWARDS COMMITTEE 1. Giovanni T. Platero 2. Atty. Elizabeth O. Batonan 3. Atty. Mona Liza P. Arriba-Juarez 4. Monatao Honeya R. Alawi 5. Melissa C. Santos 6. Atty. Joanne N. Limpin	Chairman, BAC Vice Chairman, BAC Member, BAC Member, BAC Member, BAC Member, BAC				
	BAC SECRETARIAT 1. Atty. Jovilyn M. Gaffud-Marquez 2. Jonal A. De Los Reyes 3. Ronaldo G. Rivera 4. Marygrace C. Jaquilmac 5. Romaine Niño A. Talucod 6. Ma. Antonette A. Pimentel	Head, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat				
	TECHNICAL WORKING GROUP 1. Romeo A. Concepcion 2. Doris D. Teodoro 3. Bonifacio D. Garcia 4. Carlito V. Buan	Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG				
NAME OF BIDDERS/ REPRESENTATIVES	<table border="1"> <thead> <tr> <th>Company</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. Success Business Machines Corporation - 1050 Del Monte Ave., Cor. Ilaw St., SFDM, Quezon City</td> <td>Vergilyn Samaniego Jacqueline S. Macalinao</td> </tr> </tbody> </table>		Company	Representative	1. Success Business Machines Corporation - 1050 Del Monte Ave., Cor. Ilaw St., SFDM, Quezon City	Vergilyn Samaniego Jacqueline S. Macalinao
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CALL TO ORDER	<p>The Pre-Bid Conference started at 10:00AM and was presided by DED Platero - BAC Chairman. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <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</p>					



	<p>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>								
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"> <thead> <tr> <th>ACTIVITIES</th> <th>SCHEDULE</th> </tr> </thead> <tbody> <tr> <td>Advertisement</td> <td>September 29, 2020</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>October 8, 2020</td> </tr> <tr> <td>Submission & Opening of Bids</td> <td>October 27, 2020</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE	Advertisement	September 29, 2020	Pre-Bid Conference	October 8, 2020	Submission & Opening of Bids	October 27, 2020
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Advertisement	September 29, 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>Presented the details of the Bid Data Sheet. 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	<p>On Page 72 Section VI. Schedule of Requirements, Ms. Jacqueline S. Macalinao representative from the Success Business Machines Corporation requested to extend the delivery schedule of the project in consideration of the locations of the 16 CDA delivery sites and the quarantine restrictions brought about by covid-19 pandemic.</p> <p>Relative to the request of the prospective bidder, the BAC unanimously agreed to issue a Supplemental Bid Bulletin to extend the delivery</p>								

	schedule from Forty-Five (45) calendar days to SIXTY (60) CALENDAR DAYS.
SECTION VII. TECHNICAL SPECIFICATIONS	No discussion.
SECTION VIII. BIDDING FORMS	No discussion.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:43 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on October 8, 2020.
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>October 8, 2020</u>
CERTIFIED CORRECT	 ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat <i>JA</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