



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) November 11, 2019, 10:00AM CDA Conference Room (Ground Floor)

TYPE OF MEETING	PRE-BID CONFERENCE																															
PROJECT	SERVICES OF ICT SOLUTION PROVIDER FOR THE DEVELOPMENT OF ADMINISTRATIVE INFORMATION SYSTEM (AIS) IN THE AMOUNT OF P3,200,000.00																															
ATTENDEES	<p><u>BAC Members</u></p> <table> <tr><td>1. DED Giovanni T. Platero</td><td>BAC Chairman</td></tr> <tr><td>2. Atty. Monaliza Arriba-Juarez</td><td>BAC Member</td></tr> <tr><td>3. Director Pedro T. Defensor, Jr.</td><td>BAC Member</td></tr> <tr><td>4. Chief Melissa C. Santos</td><td>BAC Member</td></tr> </table> <p><u>BAC Secretariat</u></p> <table> <tr><td>1. Atty. Jovilyn Gaffud-Marquez</td><td>Head, BAC Secretariat</td></tr> <tr><td>2. Mr. Jonal A. De Los Reyes</td><td>Member, BAC Secretariat</td></tr> <tr><td>3. Mr. Elmer A. Bajado</td><td>Member, BAC Secretariat</td></tr> <tr><td>4. Ms. Marygrace C. Jaquilmac</td><td>Member, BAC Secretariat</td></tr> </table> <p><u>End-Users</u></p> <table> <tr><td>1. Mr. Bonifacio D. Garcia</td><td>Information Systems Analyst II</td></tr> <tr><td>2. Mr. Romaine Niño Talucod</td><td>Computer Programmer II</td></tr> <tr><td>3. Mr. Carlito C. Buan</td><td>DEMO III</td></tr> <tr><td>4. Ms. Teresita Leighlany Carioso</td><td>Chief, Administrative Division</td></tr> <tr><td>5. John Zeman B. Luna</td><td>Administrative Officer V (HRMO III), Administrative Division</td></tr> </table> <p><u>Consultant</u></p> <table> <tr><td>1. Mr. Carlo Cachola</td><td>ICT Consultant</td></tr> </table> <p><u>Observers</u></p> <table> <tr><td>1. Jenelyn Maga</td><td>Representative from COA</td></tr> </table>		1. DED Giovanni T. Platero	BAC Chairman	2. Atty. Monaliza Arriba-Juarez	BAC Member	3. Director Pedro T. Defensor, Jr.	BAC Member	4. Chief Melissa C. Santos	BAC Member	1. Atty. Jovilyn Gaffud-Marquez	Head, BAC Secretariat	2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	3. Mr. Elmer A. Bajado	Member, BAC Secretariat	4. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	1. Mr. Bonifacio D. Garcia	Information Systems Analyst II	2. Mr. Romaine Niño Talucod	Computer Programmer II	3. Mr. Carlito C. Buan	DEMO III	4. Ms. Teresita Leighlany Carioso	Chief, Administrative Division	5. John Zeman B. Luna	Administrative Officer V (HRMO III), Administrative Division	1. Mr. Carlo Cachola	ICT Consultant	1. Jenelyn Maga	Representative from COA
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NAME OF BIDDERS/ REPRESENTATIVES	Company	Representative																														
	1. Wizzard Technology Inc.	Joe Rey Magallanes Jerome Tumbagahon																														
	2. Mybusybee Inc.	Mark Yori Santos																														
	3. Simplevia	Irene Pelobello Tyrone Vallesteros																														
	4. Bentaco Information Technology Services	Anna Eduarte																														




CALL TO ORDER	<p>The Pre-Bid Conference was started at 10:36 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 requested the BAC secretariat to present the chronology of events regarding the instructions of the BOA on the posting/publication of the project.</p> <p>DED Platero also discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce and Philippine Cooperative Center as Observers to the Pre-Bid Conference.</p>						
SECTION 1. 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 data-bbox="518 907 1364 1016"> <tr> <td>Advertisement</td> <td>November 1, 2019</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>November 11, 2019 at 10:00AM</td> </tr> <tr> <td>Submission & Opening of Bids</td> <td>November 25, 2019 at 10:00AM</td> </tr> </table>	Advertisement	November 1, 2019	Pre-Bid Conference	November 11, 2019 at 10:00AM	Submission & Opening of Bids	November 25, 2019 at 10:00AM
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SECTION 11. INSTRUCTIONS TO BIDDERS	<p>The BAC Chairman reminded the bidders with Philgeps Platinum Membership that they are exempted from the submission of the following documents during the Opening of Bids:</p> <ol data-bbox="550 1176 1444 1355" 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 will be verified during the conduct of the post-qualification.</p>						
SECTION III. BID DATA SHEET	<p>As unanimously agreed by the BAC Members, be it RESOLVED as it is hereby RESOLVED, to issue a Supplemental Bid Bulletin for the following items under 5.4 as follows:</p> <ol data-bbox="502 1624 1444 1874" style="list-style-type: none"> 1. Amendment of National Statistics Office (NSO) to Philippine Statistics Authority (PSA); 2. On 2nd paragraph, rephrase the sentence to: "For this purpose, similar contracts shall refer to any contract RELEVANT/ SIMILAR TO PROJECT IMPLEMENTATION OF HUMAN RESOURCE INFORMATION SYSTEM AND ASSET/ PROPERTY/ INVENTORY" 						

	<p>MANAGEMENT SYSTEM TO GOVERNMENT OFFICES/ AGENCIES.”; and</p> <p>3. On the 8th paragraph, replace <i>[insert description of similar contracts or state “No further instructions”]</i> with RELEVANT/ SIMILAR TO PROJECT IMPLEMENTATION OF HUMAN RESOURCE INFORMATION SYSTEM AND ASSET/ PROPERTY/ INVENTORY MANAGEMENT SYSTEM TO GOVERNMENT OFFICES/ AGENCIES.”</p>
SECTION IV. GENERAL CONDITIONS OF THE CONTRACT	On the 3 rd paragraph of item 29.2(b), the BAC members unanimously agreed to amend the last (6) six months preceding the date of submission from (April, May, June, July, August, September 2019) to (May, June, July, August, September, October 2019) respectively.
SECTION V. SPECIAL CONDITIONS OF THE CONTRACT	No discussion.
SECTION VI. SCHEDULE OF REQUIREMENTS	As unanimously agreed by the BAC Members, be it RESOLVED as it is hereby RESOLVED, to issue a Supplemental Bid Bulletin on the delivery schedule from <i>before the end of the year from the date indicated in the Notice to Proceed</i> to within ninety (90) days from the receipt of Notice to Proceed.
SECTION VII. TECHNICAL SPECIFICATIONS	No discussions.
SECTION VIII. BIDDING FORMS	No discussions.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:40 A.M.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 11, 2019.
PREPARED BY	<p> MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>NOVEMBER 12, 2019</u></p>
CERTIFIED CORRECT	<p> ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat</p>

APPROVED




Director **PEDRO T. DEFENSOR, JR.**
BAC Member



Chief, **MELISSA C. SANTOS**
BAC Member

ATTY. MONA LIZA P. ARRIBA-JUAREZ
BAC Member

ATTY. ELIZABETH O. BATONAN
BAC Vice-Chairman



DED GIOVANNI T. PLATERO
BAC Chairman

