



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) November 11, 2019, 2:00PM CDA Conference Room (Ground Floor)

TYPE OF MEETING	PRE-BID CONFERENCE																								
PROJECT	SUPPLY AND DELIVERY OF BRAND NEW PORTABLE PRINTERS (256 UNITS) IN THE AMOUNT OF P3,840,000.00																								
ATTENDEES	<p><u>BAC Members</u></p> <table border="0"> <tr><td>1. DED Giovanni T. Platero</td><td>BAC Chairman</td></tr> <tr><td>2. Atty. Monaliza P. 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 border="0"> <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>Technical Working Group</u></p> <table border="0"> <tr><td>1. Chief Doris D. Teodoro</td><td>Member, TWG</td></tr> </table> <p><u>End-Users</u></p> <table border="0"> <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> </table> <p><u>Observers</u></p> <table border="0"> <tr><td>1. Jenelyn Maga</td><td>Representative from COA</td></tr> </table>	1. DED Giovanni T. Platero	BAC Chairman	2. Atty. Monaliza P. 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. Chief Doris D. Teodoro	Member, TWG	1. Mr. Bonifacio D. Garcia	Information Systems Analyst II	2. Mr. Romaine Niño Talucod	Computer Programmer II	1. Jenelyn Maga	Representative from COA
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CALL TO ORDER	<p>The Pre-Bid Conference was started at 2:30 PM 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>																								

Office of the Chairman : (02) 721-5325
: (02) 721-5324

Office of the Executive Director : (02) 725-6450
Officer of the Day : (02) 725-3764






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	<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> <tr> <td>Advertisement</td> <td>November 1, 2019</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>November 11, 2019 at 2:00PM</td> </tr> <tr> <td>Submission & Opening of Bids</td> <td>November 25, 2019 at 2:00PM</td> </tr> </table>	Advertisement	November 1, 2019	Pre-Bid Conference	November 11, 2019 at 2:00PM	Submission & Opening of Bids	November 25, 2019 at 2:00PM
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SECTION II. 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 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 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 for the SUPPLY AND DELIVERY OF ANY ICT HARWARES"; and 3. On the 8th paragraph, replace <i>[insert description of similar contracts or state "No further instructions"]</i> with SUPPLY AND DELIVERY OF ANY ICT HARWARES." 						
SECTION IV. GENERAL CONDITIONS OF THE CONTRACT	<p>On the 3rd 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.</p>						
SECTION V. SPECIAL CONDITIONS OF THE CONTRACT	<p>No discussion.</p>						

SECTION VI. SCHEDULE OF REQUIREMENTS	No discussion.
SECTION VII. TECHNICAL SPECIFICATIONS	<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 technical specifications as follows:</p> <ol style="list-style-type: none"> 1. Amend <i>Weight: Max. 2.2 including battery</i> to Weight: Max. 2.2 kg including battery; 2. Amend <i>Weight and Size of Optional Items:</i> to Weight and Size of Battery Pack; 3. Amendment on the Track Record of Bidder as follows: <ol style="list-style-type: none"> a. Amend <i>With at least five (5) years track record in the SUPPLY AND DELIVERY OF BRAND NEW PORTABLE PRINTERS</i> to SUPPLY AND DELIVERY OF ANY ICT HARDWARES; and b. Amend <i>With at least a Very Satisfactory Rating from all its clients for the past five (5) years</i> to With at least a Very Satisfactory Rating from at least three (3) clients for the past five (5) years.
SECTION VIII. BIDDING FORMS	No discussions.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:48 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 11, 2019.
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>NOVEMBER 12, 2019</u>
CERTIFIED CORRECT	ATTY. JOVILYN GAFFUD-MARQUEZ Head, BAC Secretariat
APPROVED	 Director PEDRO T. DEFENSOR, JR. BAC Member  Chief, MELISSA C. SANTOS BAC Member

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ATTY. MONALIZA P. ARRIBA-JUAREZ
BAC Member

ATTY. ELIZABETH O. BATONAN
BAC Vice-Chairman


DED GIOVANNI T. PLATERO
BAC Chairman