



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



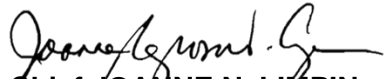


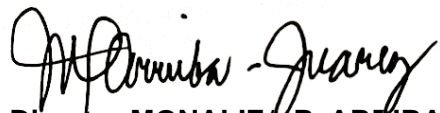
CDA Bids and Awards Committee (Head Office)

November 11, 2020, 10:10AM - 10:57AM

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																															
PROJECT	(RE-BID) DEVELOPMENT OF THE SYSTEM AND SUPPLY AND DELIVERY OF SOFTWARE AND HARDWARE REQUIREMENT FOR THE COOPERATIVE RESEARCH, INFORMATION AND TRAINING DIVISION (CRITD) UNDER CONTRACT NO. CDA-GOODS-2020-08																																															
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></td> </tr> <tr> <td>1. Giovanni T. Platero</td> <td>Chairman, BAC</td> </tr> <tr> <td>2. Atty. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>3. Melissa C. Santos</td> <td>Member, BAC</td> </tr> <tr> <td>4. Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>5. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></td> </tr> <tr> <td>1. Atty. Jovilyn M. Gaffud-Marquez</td> <td>Head, BAC Secretariat</td> </tr> <tr> <td>2. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>7. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Romeo A. Conception</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Doris D. Teodoro</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. Lovely Mei Dela Cruz</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Bonifacio D. Garcia</td> <td>Member, BAC TWG</td> </tr> <tr> <td>6. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>OBSERVER</td> <td></td> </tr> <tr> <td>1. Jenelyn Maga</td> <td>Representative from COA</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Giovanni T. Platero	Chairman, BAC	2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	3. Melissa C. Santos	Member, BAC	4. Monatao Honeya R. Alawi	Member, BAC	5. 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. Elmer A. Bajado	Member, BAC Secretariat	4. Ronaldo G. Rivera	Member, BAC Secretariat	5. Marygrace C. Jaquilmac	Member, BAC Secretariat	6. Romaine Niño P. Talucod	Member, BAC Secretariat	7. Ma. Antonette A. Pimentel	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Romeo A. Conception	Member, BAC TWG	2. Doris D. Teodoro	Member, BAC TWG	3. Julio E. Casilan, Jr.	Member, BAC TWG	4. Lovely Mei Dela Cruz	Member, BAC TWG	5. Bonifacio D. Garcia	Member, BAC TWG	6. Carlito V. Buan	Member, BAC TWG	OBSERVER		1. Jenelyn Maga	Representative from COA
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CALL TO ORDER	<p>The Pre-Bid Conference started at 10:10 AM and was 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>																																															



	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.								
SECTION I. INVITATION TO BID	The BAC Secretariat presented the procurement timelines as follows: <table border="1" data-bbox="523 591 1490 734"> <thead> <tr> <th>ACTIVITIES</th> <th>SCHEDULE</th> </tr> </thead> <tbody> <tr> <td>Advertisement</td> <td>November 2, 2020</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>November 11, 2020</td> </tr> <tr> <td>Submission & Opening of Bids</td> <td>November 25, 2020</td> </tr> </tbody> </table>	ACTIVITIES	SCHEDULE	Advertisement	November 2, 2020	Pre-Bid Conference	November 11, 2020	Submission & Opening of Bids	November 25, 2020
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SECTION II. INSTRUCTIONS TO BIDDERS	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: <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>								
SECTION III. BID DATA SHEET	Presented the details of the Bid Data Sheet. No discussion.								
SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the details of the General Conditions of Contract. No discussion.								
SECTION V. SPECIAL CONDITIONS OF CONTRACT	Presented the details of the Special Conditions of 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	No discussion.								

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:57AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 11, 2020.
PREPARED BY	 <p>MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>November 11, 2020</u></p>
CERTIFIED CORRECT	 <p>Chief JOVILYN GAFFUD-MARQUEZ Head, BAC Secretariat <i>JA</i></p>
APPROVED	 <p>Chief JOANNE N. LIMPIN BAC Member</p>  <p>Chief MONATAO HONEYA R. ALAWI BAC Member</p>  <p>Chief MELISSA C. SANTOS BAC Member</p>  <p>Director MONALIZA P. ARRIBA-JUAREZ BAC Member</p>

(Absent)

Director ELIZABETH O. BATONAN
BAC Vice-Chairman

A handwritten signature in black ink, appearing to read 'DED GIOVANNI T. PLATERO', with a large, sweeping initial stroke.

DED GIOVANNI T. PLATERO
BAC Chairman