



# 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 (BAC) - Head Office

February 15, 2021 at 10:19AM to 11:06AM

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL OPENING OF BIDS</b>					
<b>PROJECT</b>	<b>PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE WITH CONTRACT NO. CDA-GOODS-2021-01</b>					
<b>APPROVED BUDGET FOR THE CONTRACT (AC)</b>	<b>TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php2,250,000.00)</b>					
<b>ATTENDEES</b>	<b>BIDS AND AWARDS COMMITTEE</b> 1. DED Giovanni T. Platero 2. Atty. Elizabeth O. Batonan 3. Atty. Mona Liza P. Arriba-Juarez 4. Atty. Joanne N. Limpin 5. Chief Monatao Honeya R. Alawi 6. Chief Melissa C. Santos	Chairman, BAC Vice Chairman, BAC Member, BAC Member, BAC Member, BAC Member, BAC				
	<b>BAC SECRETARIAT</b> 1. Atty. Jovilyn M. Gaffud-Marquez 2. Mr. Jonal A. De Los Reyes 3. Mr. Elmer A. Bajado 4. Mr. Ronaldo G. Rivera 5. Ms. Marygrace C. Jaquilmac 6. Mr. Romaine Niño P. Talucod 7. Ms. Ma. Antonette A. Pimentel	Head, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat				
	<b>TECHNICAL WORKING GROUP</b> 1. Chief Doris D. Teodoro 2. Mr. Romeo A. Concepcion 3. Ms. Vennice A. Porio 4. Mr. Bonifacio D. Garcia 5. Mr. Carlito V. Buan	Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG				
<b>NAME OF BIDDERS/ REPRESENTATIVES</b>	<table border="1"> <thead> <tr> <th>Company</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. <b>Kollab Guru Group Inc.</b></td> <td>Jeffrey Bucaneg</td> </tr> </tbody> </table>		Company	Representative	1. <b>Kollab Guru Group Inc.</b>	Jeffrey Bucaneg
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<b>CALL TO ORDER</b>	The Opening of Bids started at 10:19AM and was presided by the BAC Chairman, DED Giovanni T. Platero. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of all the attendees.					



	<p>After the declaration of a quorum by the BAC Secretariat, the BAC Chairman acknowledged and thanked the lone bidder from the <b>Kollab Guru Group Inc.</b> for participating in the Opening of Bids.</p> <p>Further, DED Platero discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce &amp; Industry and Philippine Cooperative Center as Observers to the Opening of Bids. 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><b>SUBMISSION OF BID DOCUMENT BY THE BIDDERS</b></p>	<p>The BAC Secretariat informed the BAC Members that the <b>Kollab Guru Group Inc.</b> has submitted its bid on <b>February 14, 2021</b> at timestamp <b>10:21PM</b>.</p>												
<p><b>REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT</b></p>													
<p>To start with, the BAC Chairman instructed Mr. Ronaldo G, Rivera to facilitate the retrieval of the submitted bids by the <b>Kollab Guru Group Inc.</b> Thereafter, Mr. Rivera requested the bidder to provide the password of the zipped file for the Eligibility and Technical documents as well as the password of the PDF file, in order for him to access and open the emailed files.</p> <p>Mr. Rivera has successfully opened the submitted documents using the following passwords provided by the bidder:</p> <p>1<sup>st</sup> Password for the zipped file Technical and Legal Documents - <b>cdalegaltechnical!</b>  2<sup>nd</sup> Password for the PDF file - <b>cdalegaldocs!</b></p> <p>When the Eligibility and Technical documents were finally accessed by Mr. Rivera, the BAC Chairman then instructed him to proceed with the presentation.</p>													
<p><b>a. Certificate of PhilGEPS Registration</b></p>	<table border="1" data-bbox="528 1431 1445 1650"> <thead> <tr> <th data-bbox="528 1431 932 1525" rowspan="2">Name of Bidder</th> <th colspan="2" data-bbox="932 1431 1236 1464">Status of Compliance</th> <th data-bbox="1236 1431 1445 1464" rowspan="2">Remarks</th> </tr> <tr> <th data-bbox="932 1464 1083 1525">Compliant</th> <th data-bbox="1083 1464 1236 1525">Non-Compliant</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1525 932 1650"> <p><b>1. Kollab Guru Group Inc.</b></p> </td> <td data-bbox="932 1525 1083 1650" style="text-align: center;"> <p>√</p> </td> <td data-bbox="1083 1525 1236 1650"></td> <td data-bbox="1236 1525 1445 1650"> <p>PhilGEPS Platinum Certificate Holder</p> </td> </tr> </tbody> </table> <p>Since the bidder has submitted its <b>Certificate of PhilGEPS Registration (Platinum Membership)</b>, the bidder is automatically exempted from the submission of the following documents during the Opening of Bids:</p> <ol style="list-style-type: none"> <li>1. Registration Documents from DTI, SEC and CDA;</li> <li>2. Copy of Mayor's Permit for 2020;</li> </ol>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	<p><b>1. Kollab Guru Group Inc.</b></p>	<p>√</p>		<p>PhilGEPS Platinum Certificate Holder</p>
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	<p>3. Copy of Audited Financial Statement, stamped “received” by the BIR; and</p> <p>4. Valid and current Tax Clearance.</p> <p>Further, the winning bidder shall present to the TWG during the conduct of the <b>post-qualification</b> the indicated requirements under item 1,2,3 and 4 respectively.</p>										
<p><b>b. Statement of largest completed contracts similar to the contract to be bid</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>1. Kollab Guru Group Inc.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Kollab Guru Group Inc.	√		COMPLIED
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<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS</b>	Upon motion by Atty. Joanne N. Limpin, seconded by Atty. Elizabeth O. Batonan, RESOLVED as it is hereby RESOLVED to pass the Eligibility and Technical Requirements of the <b>Kollab Guru Group Inc.</b>												
<b>REVIEW OF FINANCIAL COMPONENT</b>													
<p>The Chairman then again requested the <b>Kollab Guru Group Inc.</b> to provide in the chat box the password of the zipped file for the Financial Requirements and the password for the PDF file. As such, the given passwords were as follows:</p> <p>1<sup>st</sup> Password for the zipped file Financial Documents - <b>cdafinancial!</b>  2<sup>nd</sup> Password for the PDF file - <b>cdafinancialdocs!</b></p>													
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<b>DECLARATION OF THE LOWEST CALCULATED BIDDER</b>	<p>The lone bidder <b>Kollab Guru Group Inc.</b> has offered a bid price amounting to <b>TWO MILLION ONE HUNDRED TWENTY THOUSAND EIGHT HUNDRED THIRTY-TWO PESOS (Php2,120,832.00)</b> which is lower than the ABC.</p> <p>Upon motion by Atty. Joanne N. Limpin, duly seconded by Atty. Elizabeth O. Batonan, RESOLVED as it is hereby RESOLVED to declare <b>Kollab Guru Group Inc.</b> as the <b>single calculated bidder.</b></p>												

	Further, the BAC Members instructed the Technical Working Group to schedule the post-qualification activity.
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 11:06A.M.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Opening of Bids conducted on <b>February 15, 2021</b> .
<b>PREPARED BY</b>	 <b>MARYGRACE C. JAQUILMAC</b> BAC Secretariat Date: <u>February 15, 2021</u>
<b>CERTIFIED CORRECT</b>	 <b>ATTY. JOVILYN M. GAFFUD-MARQUEZ</b> Head, BAC Secretariat
<b>APPROVED</b>	 <b>Chief JOANNE N. LIMPIN</b> BAC Member   <b>Chief MONATAO HONEYA R. ALAWI</b> BAC Member   <b>Chief MELISSA C. SANTOS</b> BAC Member   <b>Director MONALIZA P. ARRIBA-JUAREZ</b> BAC Member   <b>Director ELIZABETH O. BATONAN</b> BAC Vice-Chairman   <b>DED GIOVANNI T. PLATERO</b> BAC Chairman

