



COOPERATIVE DEVELOPMENT AUTHORITY

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

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 CDA
 @CDAPhils
 PH Cooperatives



MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office


February 1, 2021 at 10:27AM to 11:23AM


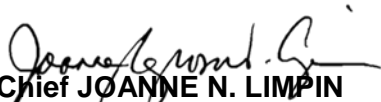

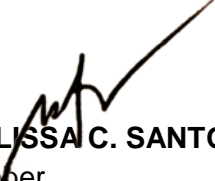
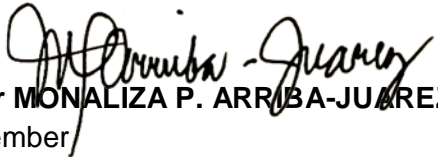


Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE													
PROJECT	PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE WITH CONTRACT NO. CDA-GOODS-2021-01													
APPROVED BUDGET FOR THE CONTRACT (AC)	TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php2,250,000.00)													
ATTENDEES	BIDS AND AWARDS COMMITTEE 1. Giovanni T. Platero 2. Elizabeth O. Batonan 3. Atty. Mona Liza P. Arriba-Juarez 4. Melissa C. Santos 5. Monatao Honeya R. Alawi 6. Atty. Joanne N. Limpin	Chairman, BAC Vice Chairman, BAC Member, BAC Member, BAC Member, BAC Member, BAC												
	BAC SECRETARIAT 1. Jonal A. De Los Reyes 2. Ronaldo G. Rivera 3. Marygrace C. Jaquilmac 4. Romaine Niño P. Talucod	Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat												
	TECHNICAL WORKING GROUP 1. Romeo A. Concepcion 2. Lovely Mei Dela Cruz 3. Doris D. Teodoro 4. Bonifacio D. Garcia 5. Carlito V. Buan	Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG												
NAME OF BIDDERS/ REPRESENTATIVES	<table border="1"> <thead> <tr> <th>Prospective Bidder</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. Kolla Guru Group, Inc.</td> <td>Jeffrey V. Bucaneg Happy M. Uy De Baron</td> </tr> <tr> <td>2. KMH Web And Tech Solutions</td> <td>Kathreen Rowen Hervera</td> </tr> <tr> <td>3. Pronet Systems Integrated Network Solution Inc.</td> <td>Marilou D. Moreno</td> </tr> <tr> <td>4. Integrated Computer Systems, Inc.</td> <td>Joyce Kathleen Delfino Travis Daniel Wolfe Robles</td> </tr> <tr> <td>5. Mybusybee Inc</td> <td>Christine Ocampo</td> </tr> </tbody> </table>	Prospective Bidder	Representative	1. Kolla Guru Group, Inc.	Jeffrey V. Bucaneg Happy M. Uy De Baron	2. KMH Web And Tech Solutions	Kathreen Rowen Hervera	3. Pronet Systems Integrated Network Solution Inc.	Marilou D. Moreno	4. Integrated Computer Systems, Inc.	Joyce Kathleen Delfino Travis Daniel Wolfe Robles	5. Mybusybee Inc	Christine Ocampo	
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<p>CALL TO ORDER</p>	<p>The Pre-Bid Conference started at 10:27AM and was presided by the BAC Chairman, DED Giovanni T. Platero. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <p>After the declaration of a quorum by the BAC Secretariat, the BAC Chairman acknowledged and thanked the Kollab Guru Group, Inc., KMH Web and Tech Solutions, Pronet Systems Integrated Network Solution Inc., Integrated Computer Systems, Inc. and Mybusybee Inc. for participating in the Pre-Bid Conference.</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 invitation was sent to the CDA Board of Directors and the Executive Director to be among the observers during the conduct of the said activity.</p> <p>The BAC Chairman also discussed CDA's compliance 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>										
<p>SECTION I. INVITATION TO BID</p>	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="552 1429 1426 1702"> <thead> <tr> <th data-bbox="552 1429 970 1507">Procurement Activities</th> <th data-bbox="970 1429 1426 1507">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 1507 970 1547">Advertisement</td> <td data-bbox="970 1507 1426 1547">January 21, 2021</td> </tr> <tr> <td data-bbox="552 1547 970 1588">Pre-Bid Conference</td> <td data-bbox="970 1547 1426 1588">February 1, 2021</td> </tr> <tr> <td data-bbox="552 1588 970 1666">Submission of Bids</td> <td data-bbox="970 1588 1426 1666">February 15, 2021 on or before 9:00AM</td> </tr> <tr> <td data-bbox="552 1666 970 1702">Opening of Bids</td> <td data-bbox="970 1666 1426 1702">February 15, 2021 at 10:00AM</td> </tr> </tbody> </table>	Procurement Activities	Date	Advertisement	January 21, 2021	Pre-Bid Conference	February 1, 2021	Submission of Bids	February 15, 2021 on or before 9:00AM	Opening of Bids	February 15, 2021 at 10:00AM
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<p>SECTION II. INSTRUCTIONS TO BIDDERS</p>	<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"> <li data-bbox="576 1935 1278 1966">1. Registration Documents from DTI, SEC and CDA; 										

	<ol style="list-style-type: none"> 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	<p>Presented the contents of the Bid Data Sheet.</p> <p>Further, the Chairman reminded the bidders to remember the password of the submitted zipped file folders to avoid technical issues.</p>
SECTION IV. GENERAL CONDITIONS OF THE CONTRACT	<p>Presented the contents of the General Conditions of the Contract.</p> <p>No discussion.</p>
SECTION V. SPECIAL CONDITIONS OF THE CONTRACT	<p>Presented the contents of the Special Conditions of the Contract.</p> <p>No discussion.</p>
SECTION VI. SCHEDULE OF REQUIREMENTS	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>
SECTION VII. TECHNICAL SPECIFICATIONS	<p>Presented the contents of the Technical Specifications.</p> <p>No discussion.</p>
SECTION VIII. BIDDING FORMS	<p>Presented the contents of the Bidding Forms.</p> <p>No discussion.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 11:23 .M.</p>
CERTIFICATION	<p>We certify that the foregoing is the true account of the Pre-Bid Conference conducted on February 1, 2020.</p>
PREPARED BY	<div style="text-align: center;">  <p>MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>February 1, 2020</u></p> </div>

CERTIFIED CORRECT	 JONAL A. DELOS REYES BAC Secretariat
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