



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 – Head Office Bids and Awards Committee (BAC)

June 10, 2021 at 10:17AM to 11:32AM


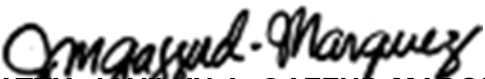

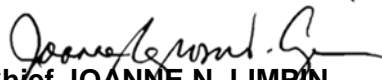

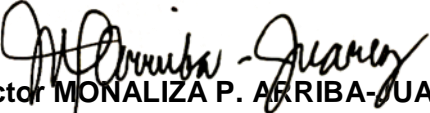


Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE	
PROJECT	SUPPLY, DELIVERY, INSTALLATION, AND DEPLOYMENT OF THE ENHANCED COOPERATIVE BUSINESS MATCHING INFORMATION SYSTEM (CBMIS) WITH CONTRACT NO. CDA-GOODS-2021-02	
APPROVED BUDGET FOR THE CONTRACT (ABC)	ONE MILLION THREE HUNDRED SIXTY THOUSAND PESOS (Php1,360,000.00)	
ATTENDEES	BIDS AND AWARDS COMMITTEE	
	1. DED Giovanni T. Platero	Chairman, BAC
	2. Atty. Elizabeth O. Batonan	Vice Chairman, BAC
	3. Atty. Mona Liza P. Arriba-Juarez	Member, BAC
	4. Atty. Joanne N. Limpin	Member, BAC
5. Chief Monatao Honeya R. Alawi	Member, BAC	
6. Chief Melissa C. Santos	Member, BAC	
BAC SECRETARIAT		
1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat	
2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	
3. Mr. Elmer A. Bajado	Member, BAC Secretariat	
4. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	
5. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	
6. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	
7. Ms. Ma. Antonette A. Pimentel	Member, BAC Secretariat	
TECHNICAL WORKING GROUP		
1. Chief Doris D. Teodoro	Member, BAC TWG	
2. Mr. Romeo A. Concepcion	Member, BAC TWG	
3. Atty. James Fernandez	Member, BAC TWG	
4. Ms. Vennice A. Porio	Member, BAC TWG	
5. Mr. Bonifacio D. Garcia	Member, BAC TWG	
6. Mr. Carlito V. Buan	Member, BAC TWG	
7. Julio E. Casilan, Jr.	Member, BAC TWG	
OBSERVERS		
1. Cherry C. Reyes	End-User	
NAME OF BIDDERS/ REPRESENTATIVES	Prospective Bidder	Representative
	1. My Creative Panda Web Design and Development Consultancy Services	Korina Joy B. Lim
	2. Mybusybee Inc.	Christine Ocampo



	<p>3. One Resource Lab Software Technologies Inc.</p>	<p><i>Registered to the attendance link but did not attend the Pre-Bid Conference proper</i></p>										
<p>CALL TO ORDER</p>	<p>The Pre-Bid Conference started at 10:17AM 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 quorum by the BAC Secretariat, the BAC Chairman acknowledged and thanked the My Creative Panda Web Design and Development Consultancy Services 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 Board of Directors and the end-user 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 1541 1428 1787"> <thead> <tr> <th data-bbox="552 1541 1010 1608">Procurement Activities</th> <th data-bbox="1010 1541 1428 1608">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 1608 1010 1641">Advertisement/ Posting</td> <td data-bbox="1010 1608 1428 1641">June 1, 2021</td> </tr> <tr> <td data-bbox="552 1641 1010 1675">Pre-Bid Conference</td> <td data-bbox="1010 1641 1428 1675">June 10, 2021</td> </tr> <tr> <td data-bbox="552 1675 1010 1742">Submission of Bids</td> <td data-bbox="1010 1675 1428 1742">on or before 9:00AM of June 22, 2021</td> </tr> <tr> <td data-bbox="552 1742 1010 1787">Opening of Bids</td> <td data-bbox="1010 1742 1428 1787">June 22, 2021 at 10:00AM</td> </tr> </tbody> </table>		Procurement Activities	Date	Advertisement/ Posting	June 1, 2021	Pre-Bid Conference	June 10, 2021	Submission of Bids	on or before 9:00AM of June 22, 2021	Opening of Bids	June 22, 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"> 1. Registration Documents from DTI, SEC and CDA; 2. Copy of Mayor's Permit for 2021; 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>The Chairman reminded the bidders to remember the password of the submitted zipped file folders to avoid disqualification resulting from technical issues.</p>
SECTION IV. GENERAL CONDITIONS OF CONTRACT	<p>Presented the contents of the General Conditions of Contract. No discussion.</p>
SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the contents of the Special Conditions of Contract. No discussion.</p>
SECTION VI. SCHEDULE OF REQUIREMENTS	<p>Presented the contents of the Schedule of Requirements. No discussion.</p>
SECTION VII. TECHNICAL SPECIFICATIONS	<p>Presented the contents of the Technical Specifications.</p> <p>The bidders are advised to indicate whether the requirements on the technical specifications are compliant.</p> <p>The BAC Chairman informed the prospective bidders that there is an existing CBMIS, in case they want to use or enhance it.</p>
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	<p>Presented the contents of the Checklist of Technical and Financial Documents. No discussion.</p>
SECTION IX. BIDDING FORMS	<p>Presented the contents of the Bidding Forms. No discussion.</p>
SECTION X. RESOLUTION APPROVING THE PROCUREMENT OF THE PROJECT	<p>Presented the contents of the Board Resolution. No discussion.</p>
ADJOURNMENT	<p>Having no other matters for discussion and upon motion by Atty. Joanne N. Limpin, duly seconded by Atty. Mona Lisa A. Juarez, the meeting was adjourned at 11:32 AM.</p>

CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on June 10, 2021 .
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: June 10, 2021
CERTIFIED CORRECT	 ATTY. JOVILYN A. GAFFUD-MARQUEZ Head, BAC Secretariat <i>jr.</i>
APPROVED	 Chief MONATAO HONEYA R. ALAWI BAC Member  Chief JOANNE N. LIMPIN BAC Member  Chief MELISSA C. SANTOS BAC Member  Director MONALIZA P. ARRIBA-UAREZ BAC Member  Director ELIZABETH O. BATONAN BAC Vice-Chairman  DED GIOVANNI T. PLATERO BAC Chairman

