

## MINUTES OF MEETING

**MINUTES OF MEETING**  
**CDA – Head Office Bids and Awards Committee (BAC)**

July 21, 2021 at 10:05AM to 12:32PM

**Via Google Meet**

TYPE OF MEETING	VIRTUAL OPENING OF BIDS							
PROJECT	DEVELOPMENT, SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND DEPLOYMENT OF ELECTRONIC DOCUMENT TRACKING AND MANAGEMENT INFORMATION SYSTEM (EDTMIS) WITH CONTRACT NO. CDA-GOODS-2021-03							
APPROVED BUDGET FOR THE CONTRACT (ABC)	SIXTEEN MILLION PESOS (P16,000,000.00)							
ATTENDEES	<table><tr><td><b>BIDS AND AWARDS COMMITTEE</b> 1. Atty. Elizabeth O. Batonan 2. Atty. Mona Liza P. Arriba-Juarez 3. Atty. Joanne N. Limpin 4. Chief Monatao Honeya R. Alawi 5. Chief Melissa C. Santos</td><td>Vice Chairperson, BAC Member, BAC Member, BAC Member, BAC Member, BAC</td></tr><tr><td><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. Ms. Ma. Antonette A. Pimentel</td><td>Head, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat</td></tr><tr><td><b>TECHNICAL WORKING GROUP</b> 1. Chief Doris D. Teodoro 2. Mr. Romeo A. Concepcion 3. Atty. James Fernandez 4. Ms. Vennice A. Porio 5. Mr. Julio E. Casilan, Jr.</td><td>Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG</td></tr></table>		<b>BIDS AND AWARDS COMMITTEE</b> 1. Atty. Elizabeth O. Batonan 2. Atty. Mona Liza P. Arriba-Juarez 3. Atty. Joanne N. Limpin 4. Chief Monatao Honeya R. Alawi 5. Chief Melissa C. Santos	Vice Chairperson, 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. Ms. Ma. Antonette A. Pimentel	Head, 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. Atty. James Fernandez 4. Ms. Vennice A. Porio 5. Mr. Julio E. Casilan, Jr.	Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG
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NAME OF BIDDERS/ REPRESENTATIVES	<table><tr><th>Prospective Bidder</th><th>Representative</th></tr><tr><td>1. MYBUSYBEE INC</td><td>Marie Elaine Maulion</td></tr><tr><td>2. Tiaxa Philippines, Inc.</td><td>Jeremille Raton Richard Pangilinan</td></tr></table>		Prospective Bidder	Representative	1. MYBUSYBEE INC	Marie Elaine Maulion	2. Tiaxa Philippines, Inc.	Jeremille Raton Richard Pangilinan
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1. MYBUSYBEE INC	Marie Elaine Maulion							
2. Tiaxa Philippines, Inc.	Jeremille Raton Richard Pangilinan							
CALL TO ORDER	The Opening of Bids started at 10:05AM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she instructed the BAC Secretariat to acknowledge the presence of all the attendees.							



	<p>After the declaration of quorum by the BAC Secretariat, Atty. Batonan acknowledged and thanked all the bidders for participating in the Opening of Bids.</p> <p>Atty. Batonan likewise discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce &amp; Industry and Philippine Cooperative Center as Observers to the Pre-Bid Conference. Further, an invitation was also sent to the CDA Board of Directors and the end-user to be among the observers during the conduct of the said activity.</p>									
<b>SUBMISSION OF BID DOCUMENT BY THE BIDDERS</b>	<p>Atty. Batonan explained that the sequence for the opening of bids will be based on a first-come first serve basis.</p> <p>Further, the BAC Secretariat informed the Members of the BAC on the sequence of submission by the following bidders, to wit:</p> <table><tr><th><b>Name of Bidder</b></th><th><b>Date</b></th><th><b>Time of Submission</b></th></tr><tr><td>1. MYBUSYBEE INC.</td><td>July 21, 2021</td><td>8:46AM</td></tr><tr><td>2. Tiaxa Philippines, Inc.</td><td>July 21, 2021</td><td>8:54AM</td></tr></table>	<b>Name of Bidder</b>	<b>Date</b>	<b>Time of Submission</b>	1. MYBUSYBEE INC.	July 21, 2021	8:46AM	2. Tiaxa Philippines, Inc.	July 21, 2021	8:54AM
<b>Name of Bidder</b>	<b>Date</b>	<b>Time of Submission</b>								
1. MYBUSYBEE INC.	July 21, 2021	8:46AM								
2. Tiaxa Philippines, Inc.	July 21, 2021	8:54AM								

## REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT

Since the **MYBUSYBEE INC.** was first to submit its bid via official email of the BAC Secretariat, its Legal and Technical documents were presented.

To start with, Mr. Rivera requested the bidder to provide in the chat box the password of the zipped file for the Eligibility and Technical documents, as well as the password for the PDF file, in order for him to access and open the submitted requirements.

Mr. Rivera has successfully opened the submitted documents using the following passwords provided by the bidder:

Name of Bidder	Password for the Legal and Technical Requirements	Password for the PDF file
1. MYBUSYBEE INC.	MYBUSYBEE ELAINE	BUSYBEETECH072121

Likewise, same process was given to the Tiaxa Philippines, Inc. Thereafter, the BAC Vice Chairperson then instructed Mr. Rivera to access the submitted documents using the given passwords as follows:

Name of Bidder	Password for the Legal and Technical Requirements	Password for the PDF file
2. Tiaxa Philippines, Inc.	Tiaxa123A	Tiaxa123a



<b>a. Certificate of PhilGEPS Registration</b>	<table border="1"> <thead> <tr> <th data-bbox="494 358 829 403">Name of Bidder</th><th data-bbox="829 358 1133 403">Status of Compliance</th><th data-bbox="1133 358 1404 403">Remarks</th></tr> <tr> <th></th><th data-bbox="829 403 989 448">Compliant</th><th data-bbox="989 403 1133 448">Non-Compliant</th></tr> </thead> <tbody> <tr> <td data-bbox="494 448 829 515">1. MYBUSYBEE INC.</td><td data-bbox="829 448 989 515">√</td><td data-bbox="1133 448 1404 515">PhilGEPS Platinum Certificate Holder</td></tr> <tr> <td data-bbox="494 515 829 582">2. Tiaxa Philippines, Inc.</td><td data-bbox="829 515 989 582">√</td><td data-bbox="1133 515 1404 582">PhilGEPS Platinum Certificate Holder</td></tr> </tbody> </table> <p data-bbox="494 604 1420 761">Since the bidders have submitted their <b>Certificate of PhilGEPS Registration (Platinum Membership)</b>, the BAC will not be requiring the bidders to present the following documents during the Opening of Bids, to wit:</p> <ol data-bbox="542 784 1244 896" style="list-style-type: none"> <li>1. Registration Documents from DTI, SEC and CDA;</li> <li>2. Copy of Mayor's Permit for 2021 and</li> <li>3. Valid and Current Tax Clearance.</li> </ol> <p data-bbox="494 907 1420 1008">Further, it was explained that the following documents shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification.</p>	Name of Bidder	Status of Compliance	Remarks		Compliant	Non-Compliant	1. MYBUSYBEE INC.	√	PhilGEPS Platinum Certificate Holder	2. Tiaxa Philippines, Inc.	√	PhilGEPS Platinum Certificate Holder
Name of Bidder	Status of Compliance	Remarks											
	Compliant	Non-Compliant											
1. MYBUSYBEE INC.	√	PhilGEPS Platinum Certificate Holder											
2. Tiaxa Philippines, Inc.	√	PhilGEPS Platinum Certificate Holder											
<b>b. Statement of On-Going and Awarded But Not Yet Started Contracts</b>	<table border="1"> <thead> <tr> <th data-bbox="494 1030 829 1075">Name of Bidder</th><th data-bbox="829 1030 1133 1075">Status of Compliance</th><th data-bbox="1133 1030 1404 1075">Remarks</th></tr> <tr> <th></th><th data-bbox="829 1075 989 1120">Compliant</th><th data-bbox="989 1075 1133 1120">Non-Compliant</th></tr> </thead> <tbody> <tr> <td data-bbox="494 1120 829 1187">1. MYBUSYBEE INC.</td><td data-bbox="829 1120 989 1187">√</td><td data-bbox="1133 1120 1404 1187">COMPLIED</td></tr> <tr> <td data-bbox="494 1187 829 1254">2. Tiaxa Philippines, Inc.</td><td data-bbox="829 1187 989 1254">√</td><td data-bbox="1133 1187 1404 1254">COMPLIED</td></tr> </tbody> </table>	Name of Bidder	Status of Compliance	Remarks		Compliant	Non-Compliant	1. MYBUSYBEE INC.	√	COMPLIED	2. Tiaxa Philippines, Inc.	√	COMPLIED
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	Compliant	Non-Compliant											
1. MYBUSYBEE INC.	√	COMPLIED											
2. Tiaxa Philippines, Inc.	√	COMPLIED											
<b>c. Statement of Single Largest Completed Contracts Similar to the Contract to be Bid</b>	<table border="1"> <thead> <tr> <th data-bbox="494 1321 829 1366">Name of Bidder</th><th data-bbox="829 1321 1133 1366">Status of Compliance</th><th data-bbox="1133 1321 1404 1366">Remarks</th></tr> <tr> <th></th><th data-bbox="829 1366 989 1411">Compliant</th><th data-bbox="989 1366 1133 1411">Non-Compliant</th></tr> </thead> <tbody> <tr> <td data-bbox="494 1411 829 1478">1. MYBUSYBEE INC.</td><td data-bbox="829 1411 989 1478">√</td><td data-bbox="1133 1411 1404 1478">COMPLIED</td></tr> <tr> <td data-bbox="494 1478 829 1545">2. Tiaxa Philippines, Inc.</td><td data-bbox="829 1478 989 1545">√</td><td data-bbox="1133 1478 1404 1545">COMPLIED</td></tr> </tbody> </table>	Name of Bidder	Status of Compliance	Remarks		Compliant	Non-Compliant	1. MYBUSYBEE INC.	√	COMPLIED	2. Tiaxa Philippines, Inc.	√	COMPLIED
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	Compliant	Non-Compliant											
1. MYBUSYBEE INC.	√	COMPLIED											
2. Tiaxa Philippines, Inc.	√	COMPLIED											
<b>d. Bid Securing Declaration</b>	<table border="1"> <thead> <tr> <th data-bbox="494 1612 829 1657">Name of Bidder</th><th data-bbox="829 1612 1133 1657">Status of Compliance</th><th data-bbox="1133 1612 1404 1657">Remarks</th></tr> <tr> <th></th><th data-bbox="829 1657 989 1702">Compliant</th><th data-bbox="989 1657 1133 1702">Non-Compliant</th></tr> </thead> <tbody> <tr> <td data-bbox="494 1702 829 1814">1. MYBUSYBEE INC.</td><td data-bbox="829 1702 989 1814">√</td><td data-bbox="1133 1702 1404 1814">Notarized Bid Securing Declaration</td></tr> <tr> <td data-bbox="494 1814 829 1926">2. Tiaxa Philippines, Inc.</td><td data-bbox="829 1814 989 1926"></td><td data-bbox="1133 1814 1404 1926">X Unnotarized Bid Securing Declaration</td></tr> </tbody> </table>	Name of Bidder	Status of Compliance	Remarks		Compliant	Non-Compliant	1. MYBUSYBEE INC.	√	Notarized Bid Securing Declaration	2. Tiaxa Philippines, Inc.		X Unnotarized Bid Securing Declaration
Name of Bidder	Status of Compliance	Remarks											
	Compliant	Non-Compliant											
1. MYBUSYBEE INC.	√	Notarized Bid Securing Declaration											
2. Tiaxa Philippines, Inc.		X Unnotarized Bid Securing Declaration											

e. Conformity with the Schedule of Requirements	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	1. MYBUSYBEE INC.		√		Conformed with the prescribed form
	2. Tiaxa Philippines, Inc.		√		Conformed with the prescribed form
f. Conformity with Technical Specifications	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	1. MYBUSYBEE INC.		√		COMPLIED
	2. Tiaxa Philippines, Inc.		√		COMPLIED
g. Omnibus Sworn Statement	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	1. MYBUSYBEE INC.		√		Rico M. Hernandez is the authorized representative who will sign all the documents related to the Project
	2. Tiaxa Philippines, Inc.			X	Unnotarized Omnibus Sworn Statement
h. Audited Financial Statement	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	1. MYBUSYBEE INC.		√		COMPLIED
	2. Tiaxa Philippines, Inc.		√		COMPLIED
i. Net Financing Contracting Capacity (NFCC)	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	1. MYBUSYBEE INC.		√ Php 122,708,710.00		NFCC is over and above the ABC
	2. Tiaxa Philippines, Inc.		√ Php 491,908,035.00		NFCC is over and above the ABC

	Since the re-computed NFCC by the Members of the BAC is inconsistent with the NFCC presented by the bidder, the TWG was instructed to validate the documents during the conduct of the post-qualification activity.
<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS</b>	<p><b>1. MYBUSYBEE INC.</b></p> <p>Upon motion by Atty. Mona Liza P. Arriba-Juarez, jointly seconded by Atty. Joanne N. Limpin, RESOLVED as it is hereby RESOLVED to declare the <b>MYBUSYBEE INC.</b> to have <b>PASSED</b> with the Eligibility and Technical Requirements.</p> <p><b>2. TIAXA PHILIPPINES, INC.</b></p> <p>Upon motion by Atty. Joanne N. Limpin, jointly seconded by Chief Monatao Honeya R. Alawi, RESOLVED as it is hereby RESOLVED to declare the Tiaxa Philippines, Inc. as <b>DISQUALIFIED</b> and <b>INELIGIBLE</b> for failure to submit the <b>notarized Bid Securing Declaration and Omnibus Sworn Statement</b>.</p>

### REVIEW OF FINANCIAL COMPONENT – OPENING OF BIDS

The BAC Vice Chairperson then again requested the first bidder, **MYBUSYBEE INC.** to provide in the chat box the passwords of the Financial Folder and the PDF file. The following passwords were used to access the financial requirements, to wit:

Name of Bidder	Password for the Financial Envelope	Password for the PDF file
1. MYBUSYBEE INC.	BUSYBEEFIN07	BUSYBEEFIN072121

Since the **TIAXA PHILIPPINES, INC.** was declared ineligible in its Eligibility and Technical Requirements, it shall also mean that the company is disqualified to proceed with the opening of its Financial Documents.

#### a. Financial Bid

Name of Bidder	Bid Offer	Remarks
1. MYBUSYBEE INC.	Php15,444,000.00	Declared as the Single Calculated Bidder
2. Tiaxa Philippines, Inc.	<b>DISQUALIFIED DUE TO FAILURE TO COMPLY WITH THE LEGAL AND TECHNICAL REQUIREMENTS</b>	




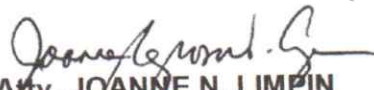
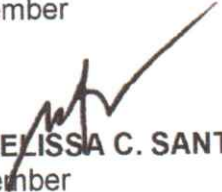


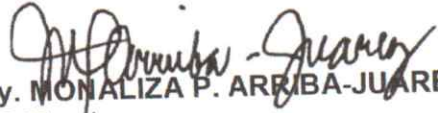
**BID EVALUATION**

After opening of the 2<sup>nd</sup> envelope of the qualified Bidder-**MYBUSYBEE INC.**, the BAC accepted the Bid of the said Bidder and adjourned the Opening of Bids;

In accordance to Rule IX Bid Evaluation, Section 32 of RA 9184, the BAC after opening of the Bid proceeded with the Bid evaluation on the Bid submitted by the MYBUSYBEE INC. with the following results:

		<b>BIDDER 1</b>
<b>RANK</b>		<b>Lone Bidder</b>
<b>NAME OF BIDDERS</b>		<b>MYBUSYBEE</b>
<b>TOTAL AMOUNT OF BID</b>	P	<b>15,444,000.00</b>
NFCC	P	<b>126,650,710.00</b>
Form of Bid Security	P	
Bank / Company		
Surety bond/Bid Securing Declaration		<b>Complied</b>
Validity Period		<b>120 calendar days</b>
Bid Security Amount	P	
Required Bid Security	P	
Sufficient / Insufficient		
Technical Requirements Financial Requirements		<b>PASSED PASSED</b>
REMARKS		<b>SINGLE      LOWEST CALCULATED BIDDER</b>

<b>DECLARATION OF THE LOWEST CALCULATED BIDDER</b>	Upon motion by Atty. Mona Liza P. Arriba-Juarez, jointly seconded by Atty. Joanne N. Limpin, RESOLVED as it is hereby RESOLVED to declare the <b>MYBUSYBEE INC.</b> with bid offer amounting to <b>FIFTEEN MILLION FOUR HUNDRED FORTY-FOUR THOUSAND PESOS (Php15,444,000.00)</b> , as the <b>SINGLE LOWEST CALCULATED BIDDER</b> for the Project.
<b>INSTRUCTIONS FROM THE MEMBERS OF THE BAC</b>	Atty. Batonan instructed the Technical Working Group to assist the BAC Members on the post-qualification activity. Further, she directed the mandatory attendance of Ms. Vennice Porio, Mr. Ronaldo G. Rivera and Mr. Bonifacio D. Garcia during the conduct of the post-qualification activity.
<b>ADJOURNMENT</b>	Having no other matters for discussion and upon motion by Atty. Joanne N. Limpin, duly seconded by Chief Monatao Honeya R. Alawi, the meeting was adjourned at 12:32 PM.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Opening of Bids conducted on <b>July 21, 2021</b> .
<b>PREPARED BY</b>	 <b>MARYGRACE C. JAQUILMAC</b> BAC Secretariat Date: <u>July 21, 2021</u>
<b>CERTIFIED CORRECT</b>	 <b>ATTY. JOVELYN A. GAFFUD-MARQUEZ</b> Head, BAC Secretariat
<b>APPROVED</b>	 <b>Chief MONATAO HONEYA R. ALAWI</b> BAC Member   <b>Atty. JOANNE N. LIMPIN</b> BAC Member   <b>Chief MELISSA C. SANTOS</b> BAC Member

  
Atty. MONALIZA P. ARRIBA-JUAREZ  
BAC Member

  
Atty. ELIZABETH C. BATONAN  
BAC Vice Chairperson

Not Present  
DED GIOVANNI T. PLATERO  
BAC Chairperson