



COOPERATIVE DEVELOPMENT AUTHORITY

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

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MINUTES OF MEETING

CDA – Head Office Bids and Awards Committee (BAC)

July 9, 2021 at 10:12AM to 12:09PM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE											
PROJECT	DEPLOYMENT, 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	<p>BIDS AND AWARDS COMMITTEE</p> <ol style="list-style-type: none"> Atty. Elizabeth O. Batonan Atty. Mona Liza P. Arriba-Juarez Atty. Joanne N. Limpin Chief Monatao Honeya R. Alawi Chief Melissa C. Santos 	<p>Vice Chairperson, BAC Member, BAC Member, BAC Member, BAC Member, BAC</p>										
	<p>BAC SECRETARIAT</p> <ol style="list-style-type: none"> Atty. Jovilyn M. Gaffud-Marquez Mr. Jonal A. De Los Reyes Mr. Elmer A. Bajado Mr. Ronaldo G. Rivera Ms. Marygrace C. Jaquilmac Mr. Romaine Niño P. Talucod 	<p>Head, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat</p>										
	<p>TECHNICAL WORKING GROUP</p> <ol style="list-style-type: none"> Mr. Romeo A. Concepcion Ms. Vennice A. Porio Mr. Bonifacio D. Garcia Mr. Carlito V. Buan Mr. Julio E. Casilan, Jr. Ms. Doris D. Teodoro 	<p>Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG</p>										
NAME OF BIDDERS/ REPRESENTATIVES	<table border="1"> <thead> <tr> <th>Prospective Bidder</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. Microgenesis Business Systems</td> <td>Ella May Tecson Raymond De Guzman Jay Alfon</td> </tr> <tr> <td>2. Systems & Software Consulting Group, Inc.</td> <td>Christine Mamaril</td> </tr> <tr> <td>3. MY CREATIVE PANDA Web Design and Development Consultancy Services</td> <td>Korina Joy B. Lim</td> </tr> <tr> <td>4. Systems And Software Consulting Group Inc.</td> <td>April B. Ruado Christine Mamaril</td> </tr> </tbody> </table>	Prospective Bidder	Representative	1. Microgenesis Business Systems	Ella May Tecson Raymond De Guzman Jay Alfon	2. Systems & Software Consulting Group, Inc.	Christine Mamaril	3. MY CREATIVE PANDA Web Design and Development Consultancy Services	Korina Joy B. Lim	4. Systems And Software Consulting Group Inc.	April B. Ruado Christine Mamaril	
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	5. SVI Software Services Corporation	Luigi Gaudicos, Lim										
	6. ISI Icomteq Inc.	Jose M. Enriquez										
	7. Metasystems Development Inc.	Ellen Culot										
	8. Tiaxa Philippines, Inc.	Jeremille Raton Richard Pangilinan										
	9. Cosmotech Philippines Inc.	Elsie Laylay Racquel Aranda Elaine Maulion										
	10. Wizzard Technologies, Inc.	Irene Ingreso Anna Gracia Aquino										
	11. MYBUSYBEE INC	Christine Ocampo										
CALL TO ORDER	<p>The Pre-Bid Conference started at 10:12AM 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> <p>Having established the required quorum, Atty. Batonan proceeded with the Pre-Bid Conference Proper.</p> <p>Atty. Batonan likewise 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. 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>											
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="552 1346 1426 1592"> <thead> <tr> <th data-bbox="552 1346 1010 1415">Procurement Activities</th> <th data-bbox="1010 1346 1426 1415">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 1415 1010 1449">Advertisement/ Posting</td> <td data-bbox="1010 1415 1426 1449">July 1, 2021</td> </tr> <tr> <td data-bbox="552 1449 1010 1482">Pre-Bid Conference</td> <td data-bbox="1010 1449 1426 1482">July 9, 2021</td> </tr> <tr> <td data-bbox="552 1482 1010 1552">Submission of Bids</td> <td data-bbox="1010 1482 1426 1552">on or before 9:00AM of July 21, 2021</td> </tr> <tr> <td data-bbox="552 1552 1010 1592">Opening of Bids</td> <td data-bbox="1010 1552 1426 1592">July 21, 2021 at 10:00AM</td> </tr> </tbody> </table>		Procurement Activities	Date	Advertisement/ Posting	July 1, 2021	Pre-Bid Conference	July 9, 2021	Submission of Bids	on or before 9:00AM of July 21, 2021	Opening of Bids	July 21, 2021 at 10:00AM
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>Atty. Batonan 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. 											

	Further, the above-mentioned requirements shall be readily available during the conduct of the post-qualification by the BAC Technical Working Group (TWG).						
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet.</p> <p>Atty. Batonan reminded the bidders to remember the password of the submitted zipped file folders to avoid disqualification resulting from technical issues.</p> <p style="text-align: center;">Clarification on Section III. Bid Data Sheet</p> <table border="1"> <thead> <tr> <th>Items for Discussion</th> <th>Questions/ Issues</th> <th>Clarification</th> </tr> </thead> <tbody> <tr> <td> PAGE 20, Item 20 1. Photocopy of Contract or Purchase Order of a single contract that is similar to the project and whose value must be at least 50% of the ABC to be bid. </td> <td> Do we need to show this requirement during the Opening of Bids? <i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i> </td> <td> It was explained that the said document shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification. </td> </tr> </tbody> </table>	Items for Discussion	Questions/ Issues	Clarification	PAGE 20, Item 20 1. Photocopy of Contract or Purchase Order of a single contract that is similar to the project and whose value must be at least 50% of the ABC to be bid.	Do we need to show this requirement during the Opening of Bids? <i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i>	It was explained that the said document shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification.
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SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the contents of the General Conditions of Contract. No discussion.						
SECTION V. SPECIAL CONDITIONS OF CONTRACT	Presented the contents of the Special Conditions of Contract. No discussion.						
SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the contents of the Schedule of Requirements. No discussion.						
SECTION VII. TECHNICAL SPECIFICATIONS	<p>The bidders are advised to state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment/services offered.</p> <p>After the presentation of the Technical Specifications by Mr. Jonal A. Delos Reyes, the following items were discussed for clarification:</p> <table border="1"> <thead> <tr> <th>Items for Discussion</th> <th>Questions/ Issues</th> <th>Clarification</th> </tr> </thead> <tbody> <tr> <td>PAGE 36</td> <td>Is the digital signature included</td> <td>Mr. Rivera clarified that the digital</td> </tr> </tbody> </table>	Items for Discussion	Questions/ Issues	Clarification	PAGE 36	Is the digital signature included	Mr. Rivera clarified that the digital
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	<p>5.9.8.14. The system can sign a document using digital signature and can plot the exact x and y axis for insertion of digital signature by the assigned user.</p>	<p>in the work flow process for every approval?</p> <p>Is this within the documents to be signed or after the approval?</p> <p>Who is allowed to access the locked folder?</p> <p><i>From Mr. Raymond De Guzman of the Microgenesis Business Systems</i></p>	<p>signature is included in the process.</p> <p>The Administrator will determine who shall be given the right to have access to file and folder.</p>
	<p>PAGE 34 5.4. The system shall include ability to generate outputs such as Certified True Copy, history of updating, etc.</p>	<p>Is the expected output for the “Certified True Copy” in a form of a watermark?</p> <p><i>From Mr. Raymond De Guzman of the Microgenesis Business Systems</i></p>	<p>Mr. Rivera clarified that the “Certified True Copy” is not in a form of a watermark. The requirement is simply a “Certified True Copy” with name of the signatory</p>
	<p>PAGE 36 5.9.8.15. The system can sign a document using digital signature and can plot the exact x and y axis for insertion of digital signature by the assigned user.</p>	<p>I want to clarify if the PNPKI of the DICT is the one to be implemented?</p> <p>It means that the CDA is the registration authority and the CDA will be the one to provide the authority to the service provider to on-board the digital signature?</p> <p>Is there a digital signature to be</p>	<p>The CDA has an application to DICT on the PNPKI for the digital signature. Just recently, the DICT has sent to individual email the digital download with assigned digital certificate.</p> <p>The digital signature is exclusive for CDA Personnel.</p>

		<p>expected from the public?</p> <p><i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i></p>	
	<p>PAGE 33 Conversion of paper documents to digital files in PDF or TIFF format using hi-end scanning machines with varying speed depending on the volume of documents being scanned.</p>	<p>As supplier, are we expected to provide both the system and the manpower?</p> <p>How many pages are there in every folder?</p> <p><i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i></p>	<p>Mr. Ronald Rivera explained that the supplier shall deliver the technology and that it shall provide the training on how to digitize the documents. The role of the provider is to conduct appropriate training on technology transfer while the role of CDA is to scan the documents.</p> <p>There is an average of 40 pages in every folder.</p>
	<p>PAGE 43 12. ELIGIILITY OF BIDDERS 12.3. A Value Added Services (VAS) licensed company under the National Telecommunications Commission (NTC</p>	<p>Is it possible to waive this requirement since it is irrelevant to the Project?</p>	<p>The requirement is needed since the system requires cloud-hosting, messaging and email which are included among the Value Added Services (VAS) of the NTC.</p>

		<p>Do we need to provide an email system for ticketing?</p> <p><i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i></p>	<p>The system includes the integration of notification for the SMS and email.</p>
	<p>PAGE 32 4. SCOPE OF WORKS 4.3. Supply, Delivery, Installation and Configuration of Scanning Equipment to CDA Head Office (2 units) and to the Sixteen (16) CDA Regional Offices (16 units, 1 per Region)</p>	<p>Is CDA-ARMM included in the scope of work for the Project? If yes, in that case, we will be supplying a total of 19 units instead of 18?</p> <p><i>From Mr. Richard Pangilinan of the Tiaxa Philippines, Inc.</i></p>	<p>Atty. Batonan explained that CDA-ARMM is not included in the scope of work.</p> <p>Further, the provider will only deliver a total of 18 units, 2 units for the Head Office and 16 units for the Regional Offices respectively.</p>
	<p>PAGE 41 7.1.1.5. The DMS hardware MUST be capable One step deployment via QR code</p>	<p>Kindly explain exactly the requirements for this item.</p> <p><i>From Richard Pangilinan of the Tiaxa Philippines, Inc.</i></p>	<p>Mr. Rivera explained that the scanning machine to be deployed shall be a stand-alone scanner which does not require a PC.</p> <p>There is a built-in feature within the system that is capable of creating a QR code for the EDTMIS. Once this QR code is scanned, the configuration of the system will automatically display and match with the scanner.</p>

	<p>PAGE 40 6.1. Cloud Hosting/ Server Requirements</p> <p>6.1.1. High availability of the system which is hosted on Cloud Services</p>	<p>Under 4.11.5, the minimum resolution is 200-600 dpi with perfect imaging technology. If we always use 600 dpi in images, the cloud consumption becomes bigger and heavier.</p> <p>What is the minimum requirement for the cloud-hosting?</p> <p><i>From Mr. Jay Alfon of the Microgenesis Business Systems</i></p>	<p>A SUPPLEMENTAL BID BULLETIN will be issued to specify the minimum and maximum requirements for the cloud-hosting.</p>
	<p>PAGE 33 4.11.5, Minimum resolution 200-600 dpi with perfect imaging technology</p>	<p>Between the range of 200-600 dpi, what do you recommend as minimum resolution for the scanned images?</p> <p><i>From Mr. Jay Alfon of the Microgenesis Business Systems</i></p>	<p>The user will choose between 200-600 dpi as resolution to the images.</p>
	<p>PAGE 43 13. ELIGIBILITY OF BIDDERS</p> <p>13.4. An accredited Cyber Security Provider by the Department of Information and Communications Technology (DICT)</p>	<p>The suppliers explained that their companies do not really provide the cyber security services, instead, they tap a partner Cyber Security Providers which are accredited by the DICT.</p> <p>Further, they requested for the relaxing of this</p>	<p>A SUPPLEMENTAL BID BULLETIN will be issued to relax the requirement specified on Item 12.4 under Eligibility of Bidders.</p> <p>Upon motion by Atty. Mona Liza P. Arriba-Juarez, jointly seconded by Atty. Joanne N. Limpin, the BAC agreed to amend the</p>

		<p>requirement by just asking them to provide a Certification from their partner providers which are accredited by the DICT.</p> <p><i>From Ms. Racquel Aranda of the Cosmotech Philippines Inc.</i></p> <p><i>From Mr. Luigi Gaudicos, Lim of the SVI Software Services Corporation</i></p>	<p>requirement and allow the Supplier to submit a Certification from its Partner Provider which is a Recognized Cybersecurity Assessment Provider of the DICT.</p> <p>RESOLVED ALSO, that the said Certification shall be subject to a subsequent validation and verification from the DICT, which issued the said accreditation.</p>
	<p>Additional Queries or Clarifications from the Bidders</p>	<p>Ms. Elsie Laylay of the Cosmotech Philippines Inc. requested if she could still send additional queries or clarifications via email.</p>	<p>Atty. Batonan advised all the bidders that they can still send their queries, concerns or clarifications.</p>
<p>FOR ISSUANCE OF SUPPLEMENTAL/ BID BULLETIN</p>	<p>The Members of BAC unanimously agreed to issue two (2) Supplemental Bid Bulletins to amend the technical specifications for the following items:</p>		
	<p>PAGE/ SUBJECT</p>	<p>FROM</p>	<p>TO</p>
<p>Page 40 6.1. Cloud Hosting/ Server Requirements</p>	<p>6.1.1. High availability of the system which is hosted on Cloud Services</p>	<p>COMPUTATION WILL BE PROVIDED BY MR. RONALDO G. RIVERA</p>	
<p>Page 43 12. ELIGIBILITY OF BIDDERS</p>	<p>12.4. An accredited Cyber Security Provider by the Department of Information and</p>	<p>12.4. Certificate from the Recognized Cybersecurity Assessment Provider of the</p>	

		Communications Technology (DICT)	DICT that the Supplier is its Partner and that it provides both services like Vulnerability Assessment and Penetration Testing (VAPT) and Information Security Management System (ISMS)
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	Presented the contents of the Checklist of Technical and Financial Documents. No discussion.		
SECTION IX. BIDDING FORMS	Presented the contents of the Bidding Forms. No discussion.		
SECTION X. CDA BAC RESOLUTION NO. 013-2020	Presented the contents of the Board Resolution. No discussion.		
ADJOURNMENT	Having no other matters for discussion and upon motion by Atty. Mona Liza A. Juarez, duly seconded by Atty. Joanne N. Limpin, the meeting was adjourned at 12:09 PM.		
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on July 9, 2021 .		
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>July 9, 2021</u>		
CERTIFIED CORRECT	 ATTY. JOVILYN A. GAFFUD-MARQUEZ Head, BAC Secretariat <i>JM</i>		

APPROVED



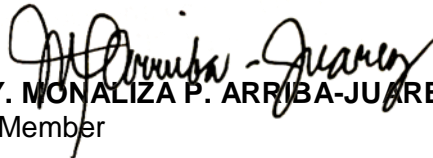
MONATAO HONEYA R. ALAWI
BAC Member



ATTY. JOANNE N. LIMPIN
BAC Member



MELISSA C. SANTOS
BAC Member



ATTY. MONALIZA P. ARRIBA-JUAREZ
BAC Member



ATTY. ELIZABETH C. BATONAN
BAC Vice Chairperson
Presiding Officer

Not Present
DIRECTOR GIOVANNI T. PLATERO
BAC Chairperson