



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)

August 31, 2021 at 10:05AM to 12:07PM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE (RE-BID)																																											
PROJECT	(REBID) DEVELOPMENT, SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND DEPLOYMENT OF ELECTRONIC DOCUMENT TRACKING AND MANAGEMENT INFORMATION SYSTEM (EDTMIS) WITH CONTRACT NO. CDA-GOODS-2021-04																																											
APPROVED BUDGET FOR THE CONTRACT (ABC)	SIXTEEN MILLION PESOS (P16,000,000.00)																																											
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></td> </tr> <tr> <td>1. Atty. Elizabeth O. Batonan</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>3. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>4. Chief Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>5. Chief Melissa C. Santos</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></td> </tr> <tr> <td>1. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Mr. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Ms. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Mr. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Mr. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Mr. Bonifacio D. Garcia</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Atty. James Fernandez</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. Mr. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>END-USER</td> <td></td> </tr> <tr> <td>1. Cris John Lloyd Rendoque</td> <td>Software Development Specialist, MIS</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC	2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	3. Atty. Joanne N. Limpin	Member, BAC	4. Chief Monatao Honeya R. Alawi	Member, BAC	5. Chief Melissa C. Santos	Member, BAC	BAC SECRETARIAT		1. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	2. Mr. Elmer A. Bajado	Member, BAC Secretariat	3. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	4. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	5. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	6. Ma. Antonette A. Pimentel	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Mr. Romeo A. Concepcion	Member, BAC TWG	2. Mr. Bonifacio D. Garcia	Member, BAC TWG	3. Atty. James Fernandez	Member, BAC TWG	4. Mr. Carlito V. Buan	Member, BAC TWG	5. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	END-USER		1. Cris John Lloyd Rendoque	Software Development Specialist, MIS
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	3. Mara Linux and Business Solutions Inc.	Darwin Cappal Rosa Tsang Roderick Del Rosario										
	4. REDCAT Workers Service Cooperative	Margaret Abao Flores Daniel Meynard A Mabunga Robert Abao Kevin Bryan Silva										
	5. Cosmotech Philippines Inc.	Elsie Laylay Racquel Aranda										
	6. MovementSoft Inc.	Korina Marie Torres										
	7. MYBUSYBEE INC	Christine Ocampo Andrea Hernandez										
	8. Filmetrics Corporation	Menchie Gabriel Honey Mae Samson										
CALL TO ORDER	<p>The Pre-Bid Conference 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> <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 (PCCI) and National Confederation of Cooperatives (Natcco) 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"> <thead> <tr> <th>Procurement Activities</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Advertisement/ Posting</td> <td>August 20, 2021</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>August 31, 2021</td> </tr> <tr> <td>Submission of Bids</td> <td>on or before 9:00AM of September 14, 2021</td> </tr> <tr> <td>Opening of Bids</td> <td>September 14, 2021 at 10:00AM</td> </tr> </tbody> </table>		Procurement Activities	Date	Advertisement/ Posting	August 20, 2021	Pre-Bid Conference	August 31, 2021	Submission of Bids	on or before 9:00AM of September 14, 2021	Opening of Bids	September 14, 2021 at 10:00AM
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>Presented the contents of Section II. Instructions to Bidders.</p> <p>No discussion.</p>											
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet.</p> <p>No discussion.</p>											
SECTION IV. GENERAL	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>											

CONDITIONS OF CONTRACT										
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>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>From Ella May Tecson of the Microgenesis Business Systems</td> <td>Volume of documents to be digitized, timelines, location of delivery and users of technology</td> <td> <p>The registration documents consist of 54,000 pages for initial scanning.</p> <p>The timeline for the Project is one hundred twenty (120) calendar days from the date of the issuance of Notice to Proceed.</p> <p>The products are expected to be delivered to all Regional Offices nationwide.</p> <p>The users of technology are all CDA employees.</p> </td> </tr> <tr> <td>PAGE 33 3. SCOPE OF WORKS</td> <td> <p>3.3. 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>3.4. Supply, Delivery, Installation</p> </td> <td> <p>The bidders suggest to include the complete addresses of the regional offices on the specifications.</p> <p>The bidders suggest to include the</p> </td> </tr> </tbody> </table>	Items for Discussion	Questions/ Issues	Clarification	From Ella May Tecson of the Microgenesis Business Systems	Volume of documents to be digitized, timelines, location of delivery and users of technology	<p>The registration documents consist of 54,000 pages for initial scanning.</p> <p>The timeline for the Project is one hundred twenty (120) calendar days from the date of the issuance of Notice to Proceed.</p> <p>The products are expected to be delivered to all Regional Offices nationwide.</p> <p>The users of technology are all CDA employees.</p>	PAGE 33 3. SCOPE OF WORKS	<p>3.3. 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>3.4. Supply, Delivery, Installation</p>	<p>The bidders suggest to include the complete addresses of the regional offices on the specifications.</p> <p>The bidders suggest to include the</p>
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		and Configuration of Barcode Scanner to CDA Head Office (2 units) and to the Sixteen (16) CDA Regional Offices (16 units, 1 per Region);	complete addresses of the regional offices on the specifications.
		3.5. Supply, Delivery, Installation and Configuration of Barcode Label Printer including consumables to CDA Head Office (2 units) and to the Sixteen (16) CDA Regional Offices (16 units, 1 per Region);	The bidders suggested to include the complete addresses of the regional offices on the specifications.
	PAGE 34 3. SCOPE OF WORKS	3.11.5. Standard resolution 600 dpi with output size of A4; and	Amendment to the specification will be provided by the MIS
	PAGE 35 3. SCOPE OF WORKS	3.13.3.12. Send messages to international cellular numbers	Amendment to the specification will be provided by the MIS
	3. SCOPE OF WORKS	3.8. Provisioning of highly technical personnel to train and equip assigned CDA personnel for the document digitization to ensure continuity of operation, maintenance and proper technology transfer;	Technical requirements to be specified whether the training is to be done on-line or on-site
	PURCHASE OF BIDDING DOCUMENTS	Mr. Jeremille Raton from the Tiaxa Philippines Inc., inquired if they still need to purchase the bidding documents for the same project.	Atty. Batonan explained that the company needs to purchase the bidding documents considering that Tiaxa Philippines Inc. has been declared ineligible in the previously

			concluded failed bidding.
FOR ISSUANCE OF SUPPLEMENTAL BID BULLETIN	Upon motion by Atty. Mona Liza P. Arriba-Juarez, jointly seconded by Chief Monatao Honeya R. Alawi, the BAC unanimously agreed to issue Supplemental/Bid Bulletin to amend the technical specifications for the following items:		
	PAGE/ SUBJECT	FROM	TO
	PAGE 33 3. SCOPE OF WORKS	3.3. 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); 3.4. Supply, Delivery, Installation and Configuration of Barcode Scanner to CDA Head Office (2 units) and to the Sixteen (16) CDA Regional Offices (16 units, 1 per Region); 3.5. Supply, Delivery, Installation and Configuration of Barcode Label Printer including consumables to CDA Head Office (2 units) and to the Sixteen (16) CDA Regional Offices (16 units, 1 per Region);	Delivery Addresses: Head Office 16 Regional Offices (complete address) DELIVERY ADDRESSES SAME AS ABOVE DELIVERY ADDRESSES SAME AS ABOVE
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	Conduct of Trainings, page 33	3.8. Provisioning of highly technical personnel to train and equip assigned CDA personnel for the document digitization to ensure continuity of operation, maintenance and proper technology transfer;	3.8. Provisioning of highly technical personnel to conduct hands-on/ onsite training and equip assigned CDA personnel for the document digitization to ensure continuity of operation, maintenance and proper technology transfer;
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.		
OTHER MATTERS	Atty. Mona Liza P. Arriba-Juarez informed the bidders that they can still clarify or submit their comments regarding bid documents, within 10 days before the opening of bids.		
ADJOURNMENT	Having no other matters for discussion and upon motion by Atty. Joanne N. Limpin, duly seconded by Chief Melissa C. Santos, the meeting was adjourned at 12:07 PM.		
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on August 31, 2021 .		
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: August 31, 2021		
CERTIFIED CORRECT	 JONAL A. DELOS REYES Member, BAC Secretariat		

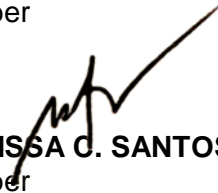
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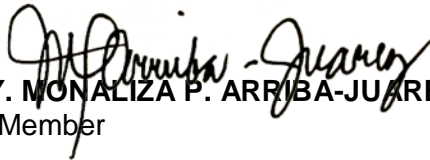
ATTY. JOANNE N. LIMPIN
BAC Member



Chief MONATAO HONEYA R. ALAWI
BAC Member



Chief MELISSA C. SANTOS
BAC Member



ATTY. MONALIZA P. ARRIBA-JUAREZ
BAC Member



ATTY. ELIZABETH O. BATONAN
BAC Vice-Chairperson
Presiding

Not Present

DED GIOVANNI T. PLATERO
BAC Chairman BAC Chairman