



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 Bids and Awards Committee (BAC) - Head Office

November 24, 2021 at 10:04AM to 11:12AM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																													
PROJECT	SUBSCRIPTION OF CLOUD-BASED MOBILE AND WEB BROWSER LEARNING AND DEVELOPMENT (L&D) SOLUTION FOR COOPERATIVE DEVELOPMENT AUTHORITY WITH CONTRACT NO. CDA-2021-05																																													
APPROVED BUDGET FOR THE CONTRACT (ABC)	THREE MILLION FIVE HUNDRED PESOS (P3,500,000.00)																																													
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Office of the Chairman : (02) 8721-5325

(02) 8721-5324

Office of the Administrator : (02) 8721-0633

Officer of the Day : (02) 8725-3764



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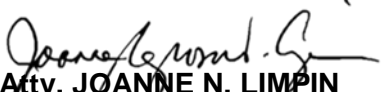
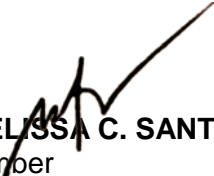


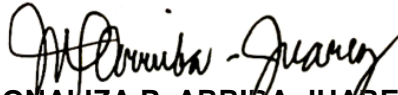
CALL TO ORDER	<p>The Pre-Bid Conference started at 10:04AM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she instructed the BAC Secretariat to acknowledge the presence of all the attendees.</p> <p>Having established the required quorum, Atty. Batonan proceeded with the Pre-Bid Conference Proper.</p>										
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="533 663 1409 907"> <thead> <tr> <th data-bbox="533 663 954 734">Procurement Activities</th> <th data-bbox="954 663 1409 734">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 734 954 768">Advertisement/ Posting</td> <td data-bbox="954 734 1409 768">November 11, 2021</td> </tr> <tr> <td data-bbox="533 768 954 801">Pre-Bid Conference</td> <td data-bbox="954 768 1409 801">November 24, 2021</td> </tr> <tr> <td data-bbox="533 801 954 871">Submission of Bids</td> <td data-bbox="954 801 1409 871">on or before 1:00PM of December 6, 2021</td> </tr> <tr> <td data-bbox="533 871 954 907">Opening of Bids</td> <td data-bbox="954 871 1409 907">December 6, 2021 at 2:00PM</td> </tr> </tbody> </table>	Procurement Activities	Date	Advertisement/ Posting	November 11, 2021	Pre-Bid Conference	November 24, 2021	Submission of Bids	on or before 1:00PM of December 6, 2021	Opening of Bids	December 6, 2021 at 2:00PM
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>Presented the contents of the Bid Data Sheet. No discussion.</p>										
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet. No discussion.</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>On Technical Specifications, Mr. Delos Reyes and Atty. Batonan reiterated that the bidders shall state “COMPLY” or “NOT COMPLY”, against each of the individual parameters of each specification to avoid disqualification in the bidding.</p> <p>The following items were discussed for clarification:</p> <table border="1" data-bbox="509 1686 1431 2022"> <thead> <tr> <th data-bbox="509 1686 818 1756">Items for Discussion</th> <th data-bbox="818 1686 1125 1756">Questions/ Issues</th> <th data-bbox="1125 1686 1431 1756">Clarification</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 1756 818 1890">FROM MR. RICHARD DAVID NAJAR</td> <td data-bbox="818 1756 1125 1890"></td> <td data-bbox="1125 1756 1431 1890"></td> </tr> <tr> <td data-bbox="509 1890 818 2022">Submission of other clarificatory questions</td> <td data-bbox="818 1890 1125 2022">Deadline</td> <td data-bbox="1125 1890 1431 2022">Mr. De Los Reyes answered that the submission of clarificatory</td> </tr> </tbody> </table>	Items for Discussion	Questions/ Issues	Clarification	FROM MR. RICHARD DAVID NAJAR			Submission of other clarificatory questions	Deadline	Mr. De Los Reyes answered that the submission of clarificatory	
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			questions shall be within 10 days before the Opening of Bids
FROM MR. RICHARD DAVID NAJAR			
Posting of Supplemental Bid Bulletins	Deadline		At least seven (7) calendar days before the deadline for the submission and receipt of bids
FROM MR. RICHARD DAVID NAJAR			
PAGE 19 Section 10.1. Notarization of required documents- Oath of Affirmation of one credible witness	Do we need to submit the Oath of Affirmation?		Atty. Batonan clarified that there's no need for them to submit the Oath of Affirmation since they will personally appear before the notary public.
FROM MR. RICHARD DAVID NAJAR			
PAGE 33 3. SCOPE OF WORK 3.1.6. Provide technical support for the duration of the subscription period.	What technical support are you expecting from us in terms of training?		Mr. Ronald G. Rivera clarified that the CDA is expecting a virtual training from the provider.
FROM MR. RICHARD DAVID NAJAR			
Signature or initial for all documents	Do we need to sign or initial on every page of the documents?		Atty. Batonan clarified that the provider is only required to sign on the last page of the document.
FROM MR. RICHARD DAVID NAJAR			
11. ELIGIBILITY OF BIDDERS	Inconsistency of period requirement		

	<p>11.11. Should have implemented and completed any We-Based Software project with at least 50% of CDA proposed contract value within the last three (3) years;</p>	<p>on SLCC (3 years) and on other documents (5 years)</p>	<p>The BAC will issue Supplemental Bid Bulletin for this item.</p>
	<p>FROM MR. RICHARD DAVID NAJAR</p> <p>11. ELIGIBILITY OF BIDDERS 11.1.2.1. The Bidder should be in the IT business for 15 years</p>	<p>Can you consider 5 years?</p>	<p>The BAC will discuss if a Supplemental Bid Bulletin will be issued for this item.</p>
	<p>FROM MR. RICHARD DAVID NAJAR</p> <p>11. ELIGIBILITY OF BIDDERS 11.1.3. At least 5 years minimum experience dealing with government projects</p>	<p>What documentation are you requiring from us, so that you may judge us to have complied with this requirement?</p>	<p>Atty. Batonan explained that the List of Contracts Awarded but not yet Started shall be one proof to be looked into for the years of minimum experience. Other proofs will be checked during the post-qualification.</p>
	<p>FROM MR. RICHARD DAVID NAJAR</p> <p>Registration Certificate for the National Privacy Commission (NPC)</p>	<p>We are surprise that you have not required us to submit the said document for registration certificate for the National Privacy Commission (NPC).</p>	<p>The BAC will discuss if there's a need to include said requirement.</p>

	<p>FROM MR. RICHARD DAVID NAJAR</p> <p>Payment schedule and terms</p>	<p>Can you reconsider the payment schedule? Let's say 80% after completion of training requirements and 20% at the end of subscription period?</p>	<p>The BAC will consult the end-user on the matter.</p>									
	<p>FROM MS. MARIA ELENA MENDOZA</p> <p>Registration Certificate for the National Privacy Commission (NPC)</p>	<p>Can you just require us a Certification from the DICT and not to favor one supplier?</p>	<p>Atty. Batonan said that the recommendation is not yet final. The BAC will discuss if the suggestions will be considered.</p>									
<p>FOR ISSUANCE OF SUPPLEMENTAL BID BULLETIN</p>	<p>After the presentation of the Technical Specifications by Mr. Delos Reyes, the following items were identified for issuance of Supplemental Bid Bulletin:</p>											
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		11.1.3. At least 5 years minimum experience dealing with government projects	11.1.3. At least 3 years minimum experience dealing with government projects
	PAGE 39 9. BILLING AND PAYMENT	9.1. The payment shall be made as follows: 9.1.1. 50% after completion of the training requirements 9.1.2. 50% at the end of the subscription period	9.1. The payment shall be made as follows: 9.1.1. 60% after completion of the training requirements 9.1.2. 40% at the end of the subscription period
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:12 AM.		
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 24, 2021 .		
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>November 24, 2021</u>		
CERTIFIED CORRECT	 ATTY. JOVILYN GAFFUD-MARQUEZ Head, BAC Secretariat <i>JG</i>		
APPROVED	 Chief MONATAO HONEYA R. ALAWI BAC Member  Atty. JOANNE N. LIMPIN BAC Member  Chief MELISSA C. SANTOS BAC Member		



Atty. MONALIZA P. ARRIBA-JUAREZ
BAC Member



Atty. ELIZABETH O. BATONAN
BAC Vice-Chairperson

Not Present
Dir. GIOVANNI T. PLATERO
BAC Chairperson