



# 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 @CDAPHil PH Cooperatives



## MINUTES OF MEETING

CDA – Head Office Bids and Awards Committee (BAC)

November 4, 2021 at 2:11PM to 3:32PM


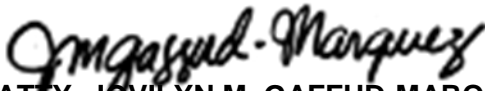

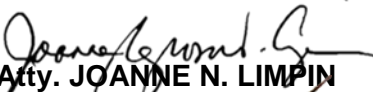
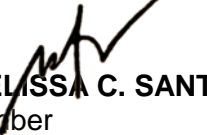
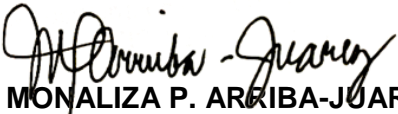

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL PRE-PROCUREMENT CONFERENCE</b>																																															
<b>PROJECT</b>	<b>SUBSCRIPTION OF CLOUD-BASED MOBILE AND WEB BROWSER LEARNING AND DEVELOPMENT (L&amp;D) SOLUTION FOR COOPERATIVE DEVELOPMENT AUTHORITY</b>																																															
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>CONTRACT NO. CDA-2021-05</b> <b>THREE MILLION ONE HUNDRED SIXTY THOUSAND PESOS (P3,500,000.00)</b>																																															
<b>ATTENDEES</b>	<table border="1"> <tr> <td><b>BIDS AND AWARDS COMMITTEE</b></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><b>BAC SECRETARIAT</b></td> <td></td> </tr> <tr> <td>1. Atty. Jovilyn Marquez-Gaffud</td> <td>Head, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Mr. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Ms. Marygrace C. Jaquilmac (not present)</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Mr. Romaine Niño P. Talucod</td> <td></td> </tr> <tr> <td>7. Ma. Antonette A. Pimentel</td> <td></td> </tr> <tr> <td><b>TECHNICAL WORKING GROUP</b></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><b>END-USER</b></td> <td></td> </tr> <tr> <td>1. Ronald G. Rivera</td> <td>MIS</td> </tr> <tr> <td>2. John Zernan Luna</td> <td>Human Resource Div.</td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE</b>		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	<b>BAC SECRETARIAT</b>		1. Atty. Jovilyn Marquez-Gaffud	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 (not present)	Member, BAC Secretariat	6. Mr. Romaine Niño P. Talucod		7. Ma. Antonette A. Pimentel		<b>TECHNICAL WORKING GROUP</b>		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	<b>END-USER</b>		1. Ronald G. Rivera	MIS	2. John Zernan Luna	Human Resource Div.
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<b>CALL TO ORDER</b>	The Pre-Procurement Conference started at 2:11 PM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan.																																															



	<p>Before presenting the bidding documents, Atty. Batonan requested the MIS, the requestor, for the brief background of the project.</p> <p>Without further questions from the BAC Members, Atty. Batonan requested the BAC Secretariat to proceed with the presentation of the bidding documents.</p>									
<b>SECTION I. INVITATION TO BID</b>	<p>Presented the contents of Section I. Invitation to Bid.</p> <p>No discussion.</p>									
<b>SECTION II. INSTRUCTIONS TO BIDDERS</b>	<p>Presented the contents of Section II. Instructions to Bidders.</p> <p>No discussion.</p>									
<b>SECTION III. BID DATA SHEET</b>	<p>During the presentation of the Section III, Bid Data Sheet</p> <table border="1"> <thead> <tr> <th>ITEM FOR DISCUSSION</th> <th>QUESTION/ISSUE</th> <th>CLARIFICATION</th> </tr> </thead> <tbody> <tr> <td>ITB clause 5.3 Difference between “development” and “subscription”</td> <td>Atty. Batonan</td> <td>Mr. Rivera explained, “Development” is customized according to the requirement of a certain agency while “Subscription” is an application readily available and can be subscribed according to what is required</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ITEM FOR DISCUSSION	QUESTION/ISSUE	CLARIFICATION	ITB clause 5.3 Difference between “development” and “subscription”	Atty. Batonan	Mr. Rivera explained, “Development” is customized according to the requirement of a certain agency while “Subscription” is an application readily available and can be subscribed according to what is required			
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<b>SECTION IV. GENERAL CONDITIONS OF CONTRACT</b>	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>									

<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT</b>	Presented the contents of the Special Conditions of Contract and the discussions are as follows:		
	<b>Item for discussion</b>	<b>Questions or Issues</b>	<b>Clarification</b>
	Within one (1) year delivery schedule	Atty. Batonan	Mr. De Los Reyes explained, “the project is one (1) lot to be delivered for (1) year but the set-up, customization and deployment should be completed within thirty (30) days after the receipt of Notice to proceed”
Another subscription for the next year	Atty. Batonan	Mr. Rivera answered, “after the lapse of 1 year, another subscription shall be done”	
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	Presented the contents of the Schedule of Requirements.  No discussion.		
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	When the Technical Specifications was presented, Atty. Batonan instructed the BAC Secretariat to remove the Rationale and Objective, thus only the specifications shall be presented in the said section.  Mr. Rivera presented and explained the contents of the Technical Specifications  No further discussion.		
<b>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>	Presented the contents of the Checklist of Technical and Financial Documents.  No discussion.		
<b>SECTION IX. BIDDING FORMS</b>	Presented the contents of the Bidding Forms.  No discussion.		

<b>PROPOSED SCHEDULE OF THE ACTIVITY</b>	Advertisement	November 10, 2021
	Pre-Bid Conference	November 24, 2021, 10:00 AM
	Opening of Bids	December 6, 2021, Afternoon
	After presenting the proposed procurement timelines, the BAC Secretariat requested the Electronic Administrator to provide the necessary link and QR code for the said schedule.	
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned by Atty. Batonan at 3:32 PM.	
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Pre-Procurement Conference conducted on <b>November 4, 2021</b> .	
<b>PREPARED BY</b>	 <b>MA. ANTONETTE A. PIMENTEL</b> BAC Secretariat Date: <u>November 4, 2021</u>	
<b>CERTIFIED CORRECT</b>	 <b>ATTY. JOVILYN M. GAFFUD-MARQUEZ</b> Member, BAC Secretariat <i>JM</i>	
<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   <b>Atty. MONALIZA P. ARRIBA-JUAREZ</b> BAC Member   <b>Atty. ELIZABETH O. BATONAN</b> BAC Vice-Chairperson  <p style="text-align: center;"><b>Not Present</b></p> <b>Dir. GIOVANNI T. PLATERO</b> BAC Chairman BAC Chairman	