



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)

January 10, 2022 at 2:11PM to 3:35PM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																																	
PROJECT	PROCUREMENT OF 1-YEAR WIFI CONNECTIVITY SUBSCRIPTION FOR THE DIGITALIZATION OF COOPERATIVE DEVELOPMENT AUTHORITY WITH CONTRACT NO. CDA-2021-08																																																	
AMOUNT OF BUDGET FOR THE CONTRACT (ABC)	TEN MILLION PESOS (Php10,000,000.00)																																																	
ATTENDEES	<table border="1"> <tr> <td colspan="2">BIDS AND AWARDS COMMITTEE</td> </tr> <tr> <td>1. Atty. Elizabeth O. Batonan</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Mona Liza A. 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 colspan="2">BAC SECRETARIAT</td> </tr> <tr> <td>1. Atty. Jovilyn G. Marquez</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</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Mr. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td colspan="2">TECHNICAL WORKING GROUP</td> </tr> <tr> <td>1. Mr. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Mr. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Atty. James Fernandez</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Ms. Doris D. Teodoro</td> <td>Member, BAC TWG</td> </tr> <tr> <td colspan="2">OBSERVERS</td> </tr> <tr> <td>1. Mr. Amado Ablao</td> <td>Resident Auditor, COA</td> </tr> <tr> <td>2. Pee Jay Sisi</td> <td>Office of the Chairman</td> </tr> <tr> <td colspan="2">END-USER</td> </tr> <tr> <td>1. DA Ray R. Elevazo</td> <td>Institutional Development Service</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC	2. Atty. Mona Liza A. 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. Atty. Jovilyn G. Marquez	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	Member, BAC Secretariat	6. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Mr. Romeo A. Concepcion	Member, BAC TWG	2. Mr. Carlito V. Buan	Member, BAC TWG	3. Atty. James Fernandez	Member, BAC TWG	4. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	5. Ms. Doris D. Teodoro	Member, BAC TWG	OBSERVERS		1. Mr. Amado Ablao	Resident Auditor, COA	2. Pee Jay Sisi	Office of the Chairman	END-USER		1. DA Ray R. Elevazo	Institutional Development Service
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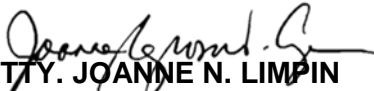
NAME OF BIDDERS/ REPRESENTATIVES	Prospective Bidder		Representative										
	1. PLDT Telecommunications Company		Gilbert Viray										
	2. PLDT Telecommunications Company		Janno Pulumbarit										
	3. Synergia		Christopher Encallado										
CALL TO ORDER	<p>The Pre-Bid Conference started at 2:11PM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she acknowledged 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 Commission on Audit (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" data-bbox="493 1234 1369 1514"> <thead> <tr> <th>Procurement Activities</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Advertisement/ Posting</td> <td>December 30, 2021</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>January 10, 2022 at 2:00PM</td> </tr> <tr> <td>Submission of Bids</td> <td>January 25, 2022 on or before 9:00AM</td> </tr> <tr> <td>Opening of Bids</td> <td>January 25, 2022 on or before 10:00AM</td> </tr> </tbody> </table>			Procurement Activities	Date	Advertisement/ Posting	December 30, 2021	Pre-Bid Conference	January 10, 2022 at 2:00PM	Submission of Bids	January 25, 2022 on or before 9:00AM	Opening of Bids	January 25, 2022 on or before 10:00AM
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>Presented the contents of the Instructions to Bidders.</p> <p>No discussion.</p>												
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet.</p>												
SECTION IV. GENERAL CONDITIONS OF CONTRACT	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>												
SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussion.</p>												

SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the contents of the Schedule of Requirements. No Discussion.		
SECTION VII. TECHNICAL SPECIFICATIONS	Presented the contents of the Special Conditions of Contract. The following were the discussions on technical specifications:		
	PAGE/ SUBJECT	CLARIFICATIONS FROM THE SUPPLIER	RESPONSE OF CDA
PAGE 34 4. SCOPE OF WORKS 4.1.1. Set up Community WiFi hotspots for internet access of 100 identified sites using a subscription-based 5G, fiber and/or satellite (VSAT) for internet backhaul speeds ranging of “up to 10 Mbps” (for VSAT) to “up to 30 Mbps” (for 5G and fiber)	<ul style="list-style-type: none"> - Can we request for the exact location of the 100 sites? <p><i>From Mr. Janno Pulumbarit from PLDT Telecommunications Company</i></p>	<ul style="list-style-type: none"> - Atty. Batonan explained that the target areas will be identified by CDA based on the assessment and evaluations during project implementation. Further, the target areas are those unserved and no internet connectivity nationwide. - Mr. Pee Jay Sisi also added that the main reason why the CDA put “to be identified” because the target beneficiaries of this connectivity will be areas or cooperatives in certain areas that are underserved or totally no internet connection. <p>According to him, it is difficult to identify at this point target areas because the basis of identification is the maximization of connectivity. In identifying the areas, CDA should</p>	

		<p>- The reason why we requested for possible location of 100 sites, is for us to check the facilities in the areas, and to also know the readiness of our smart wireless (5G and fiber). We need to know such information because if we do not have the facilities or signal in those identified areas to cater the CDA requirements and PLDT will be experiencing difficulties in the delivery of service.</p> <p><i>From Janno Pulumbarit from PLDT Telecommunications Company</i></p> <p>- We do not have question on the facilities. We do</p>	<p>make sure that, not only one or two cooperatives will benefit from it but cooperatives that are within the target area and the connectivity will be efficient. This will be utilized by CDA for training purposes and for CDA to connect with other government agencies. This means that the winning Bidder Will work together with CDA in order to identify the target locations.</p> <p>- Mr. Pee Jay Sisi explained that the reason why CDA embarked on this project was that there is no connectivity in certain areas because of the absence of enough market to justify the investment on the fiber connectivity. Further, the CDA is looking for anybody or a provider that can do VSAT, which is probably where it is going and possibly anything about fiber.</p> <p>Mr. Sisi said that PLDT is correct that it is really hard to identify if PLDT don't have connectivity in the target location to</p>
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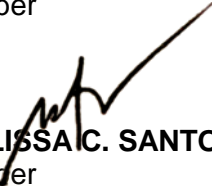
		<p>not have question also with the IP VSAT. Our worries are, for example on 100 sites, we will use 20 IP VSAT. In terms of budget and computation for bidding, there is a possibility that the ABC will be consumed only by 2 identified sites. That is why, later on, if you will allow to have at least tentative identification of areas purposely for our computation for the bidding.</p> <p><i>From Gilbert Viray from PLDT Telecommunications Company</i></p> <p>Mr Viray of PLDT pointed out that there is a need to identify the target areas for computation of their proposal.</p>	<p>provide services in areas with zero connectivity. Mr. Sisi said, the CDA is banking on the fact that, suppliers which are already in the industry, would know which areas are realistic or more efficient to place such technology or connectivity in the target areas.</p> <p>He also wished that suppliers who attended the Pre-Bid would be confident enough to tell CDA their limitations, for as long as these will not digress far from the objectives of the project.</p> <ul style="list-style-type: none"> - Atty. Batonan added that there were 1st batch of target areas and if not feasible there will be other options of target areas. - Atty. Batonan told the suppliers that they will discuss the matter with the proponent of the project.
	<p>PAGE 35</p> <p>6. SYSTEM REQUIREMENTS</p> <p>6.1. Secured location 24x7 6.2. Electricity 6.3. Shelter</p>	<ul style="list-style-type: none"> - Can you please expound if the supplier has the responsibility to provide the location, electricity and shelter of the 	<ul style="list-style-type: none"> - According to Mr. Pee Jay Sisi, the location, security and electricity will be provided by the cooperative since the location will be within the property of the cooperative

		<p>equipment and wifi solution?</p> <p><i>From Christopher Encallado</i></p>	<p>identified. But of course, the structure will be provided by the supplier.</p>
	<p>Other concerns</p>	<ul style="list-style-type: none"> - During the implementation of the project, can we possibly get help from CDA in terms of securing permits to travel in cases that there ill be restrictions on the identified sites? Because these restrictions would affect the duration for the implementation. <p><i>Christopher Encallado</i></p>	<ul style="list-style-type: none"> - Atty. Batonan agreed that CDA will provide assistance to the winning supplier during the implementation of the project.
	<p>PAGE 35</p> <p>5. TECHNICAL SPECIFICATIONS</p> <p>5.1.3. System Programming</p> <p>5.1.3.1. Free 50 MB or equivalent in minutes to everybody every day;</p> <p>5.1.3.2. Anonymous coin-based airtime provisioning;</p> <p>5.1.3.3. Voucher-based airtime provisioning;</p> <p>5.1.3.4. Mobile-based airtime provision;</p> <p>5.1.3.4.1. Over-the-counter e.g. Smart/Globe prepaid loading;</p>	<ul style="list-style-type: none"> - Can you please expound the technical specifications under item 5.1.3? System Programming? - Do we need to set-up a coin-based airtime, voucher-based airtime and mobile-based airtime? - Can you please explain mobile-based airtime provisioning? 	<ul style="list-style-type: none"> - Mr. Ronaldo G. Rivera simply compared the specification to a wifi hotspot in which everybody can connect for a maximum of 50 MB per data. - The supplier will be responsible in putting up the coin-based airtime, voucher-based airtime and mobile-based airtime respectively. - The mobile-based airtime pertains to buying of load either by gcash in

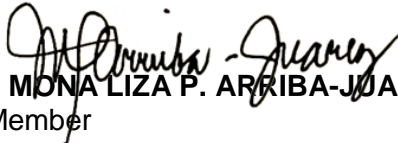
		<i>From Janno Pulumbarit of PLDT Telecommunications Company</i>	order to utilize wifi data.
	Deadline of submission of queries	- Until when can we submit additional queries? <i>Janno Pulumbarit from PLDT Telecommunications Company</i>	- Atty. Batonan explained that the suppliers can submit their clarificatory questions ten (10) days before the opening of bids.
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.		
ADJOURNMENT	Upon motion by Atty. Joanne N. Limpin, duly seconded by Chief Monatao Honeya R. Alawi, the meeting was adjourned at 3:35PM.		
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on January 10, 2022 .		
PREPARED BY	 MARYGRACE C. JAQUILMAC Member, BAC Secretariat Date: <u>January 10, 2022</u>		
CERTIFIED CORRECT	 ATTY. JOVILYN M. GAFFUD MARQUEZ Head, BAC Secretariat <i>JM</i>		
APPROVED	 ATTY. JOANNE N. LIMPIN BAC Member		



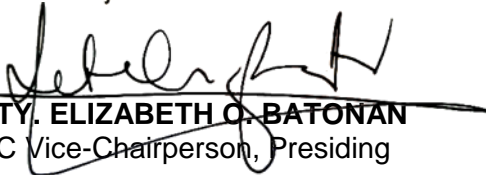
Chief MONATAO HONEYA R. ALAWI
BAC Member



Chief MELISSA C. SANTOS
BAC Member



ATTY. MONA LIZA P. ARRIBA-JUAREZ
BAC Member



ATTY. ELIZABETH O. BATONAN
BAC Vice-Chairperson, Presiding

Not Present

Director GIOVANNI T. PLATERO
BAC Chairman

SCREENSHOT OF ATTENDEES





COOPERATIVE DEVELOPMENT AUTHORITY

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- Marygrace Jaquilmac (You)
- 1calendar CDA
- Amado Ablao
- Bacsecretariat CDA Meeting host
- Carlito Buan
- Christopher Encallado
- Doris Teodoro
- Elizabeth Batonan
- Elmer Bajado
- gilbert viray
- gss cda
- gss cda Presentation
- James Fernandez
- Janno Pulumbarit
- Joanne Limpin
- Jonal Delos Reyes
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