



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

February 16, 2022 at 10:06AM to 11:52AM

Via Google Meet

TYPE OF MEETING	VIRTUAL OPENING OF BIDS																																									
PROJECT	PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SYSTEM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR YEAR WITH CONTRACT NO. CDA-2022-01																																									
AMOUNT OF BUDGET FOR THE CONTRACT (ABC)	SIX MILLION PESOS (Php6,000,000.00)																																									
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 A. Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>3. Chief Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>4. 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. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Ms. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Mr. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Ms. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Mr. Carlito V. Buan</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. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>6. Ms. Doris D. Teodoro</td> <td>Member, BAC TWG</td> </tr> <tr> <td>OBSERVER</td> <td></td> </tr> <tr> <td>1. Ms. Dhandith Kaw</td> <td>Representative Commission on Audit</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC	2. Atty. Mona Liza A. Juarez	Member, BAC	3. Chief Monatao Honeya R. Alawi	Member, BAC	4. Chief Melissa C. Santos	Member, BAC	BAC SECRETARIAT		1. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	2. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	3. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	4. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	5. Ms. Ma. Antonette A. Pimentel	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Mr. Carlito V. Buan	Member, BAC TWG	2. Mr. Bonifacio D. Garcia	Member, BAC TWG	3. Atty. James Fernandez	Member, BAC TWG	4. Mr. Romeo A. Concepcion	Member, BAC TWG	5. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	6. Ms. Doris D. Teodoro	Member, BAC TWG	OBSERVER		1. Ms. Dhandith Kaw	Representative Commission on Audit
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	2. MaroonStudios Inc. 115 Dr. Alejos Street, Barangay San Isidro Labrador, Quezon City	Anthony Misajon Roann Escasinas Symone Wong
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CALL TO ORDER

The Opening of Bids started at 10:06AM 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.

After the declaration of quorum by Mr. Jonal A. Delos Reyes, Atty. Batonan acknowledged and thanked all the bidders for participating in the Opening of Bids.

She also discussed the Agency’s compliance to invite observers from the Commission on Audit, Philippine Chamber of Commerce & Industry, cooperative sector and CDA Board of Directors.

Likewise, she discussed the contents of the Supplemental Bid Bulletins, as a result of discussion during the Pre-Bid Conference.

SUBMISSION OF BID DOCUMENT BY THE BIDDERS

Atty. Batonan explained that the sequence for the Opening of Bids shall follow the “first-come, first served basis”.

Further, the BAC Secretariat informed the Members of the BAC on the sequence of submission by the following bidders, to wit:

Name of Bidder	Date	Time of Submission
1. MaroonStudios Inc.	February 16, 2022	8:01AM
2. MYBUSYBEE INC.	December 6, 2021	8:46AM

A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT

Mr. Talucod has successfully opened the zipped and PDF files of the Eligibility and Technical documents submitted by the following bidders:

1. MaroonStudios Inc. - ZIP PW: GWS@MSI032022 and PDF PW: Maroon@03212014
2. MYBUSYBEE INC. – ZIP PW: BUSYBEETECHMAIN0216 and PDF PW: BUSYBEETECH0216

a. Certificate of PhilGEPS Registration	Name of Bidder			Status of Compliance		Remarks
				Compliant	Non-Compliant	
	1. MaroonStudios Inc.			√		PhilGEPS Platinum Certificate Holder
	2. MYBUSYBEE INC.			√		PhilGEPS Platinum Certificate Holder

	<p>Since the bidders have submitted their Certificate of PhilGEPS Registration (Platinum Membership), the BAC will not be requiring the bidders to present the following documents during the Opening of Bids, to wit:</p> <ol style="list-style-type: none"> 1. Registration Documents from DTI, SEC and CDA; 2. Copy of Mayor's Permit for 2022 and 3. Valid and Current Tax Clearance. <p>Further, it was explained that the following documents shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification.</p>														
<p>b. Statement of On-Going and Awarded but Not Yet Started Contracts</p>	<table border="1" data-bbox="528 790 1445 972"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>1. MaroonStudios Inc.</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. MYBUSYBEE INC.</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. MaroonStudios Inc.	√		COMPLIED	2. MYBUSYBEE INC.	√		COMPLIED
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<p>c. Statement of Single Largest Completed Contracts Similar to the Contract to be Bid</p>	<table border="1" data-bbox="528 1052 1445 1234"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>1. MaroonStudios Inc.</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. MYBUSYBEE INC.</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. MaroonStudios Inc.	√		COMPLIED	2. MYBUSYBEE INC.	√		COMPLIED
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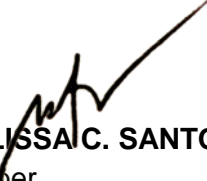
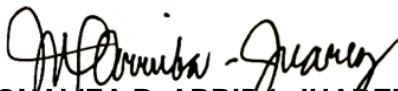

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APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS	The BAC unanimously declared the MAROONSTUDIOS INC. and MYBUSYBEE INC. as eligible in their submitted Technical and Legal Requirements, thus, they are both qualified to participate in the opening of their financial documents.																

B. REVIEW OF FINANCIAL COMPONENT

Mr. Talucod has successfully opened the zipped and PDF files of the Financial documents submitted by the following bidders:

1. MaroonStudios Inc. - ZIP PW: MSCloud@202203 and PDF PW: Studios@20140321
2. MYBUSYBEE INC. – ZIP PW: BUSYBEEFINMAIN0216 and PDF PW: BUSYBEEFIN0216

a. Financial Bid	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Bidder</th> <th style="width: 25%;">Bid Offer</th> <th style="width: 25%;">Remarks</th> </tr> </thead> <tbody> <tr> <td>1. MaroonStudios Inc.</td> <td>Php5,382,236.00</td> <td>Rank 1</td> </tr> <tr> <td>2. MYBUSYBEE INC.</td> <td>Php5,844,000.00</td> <td>Rank 2</td> </tr> </tbody> </table>	Name of Bidder	Bid Offer	Remarks	1. MaroonStudios Inc.	Php5,382,236.00	Rank 1	2. MYBUSYBEE INC.	Php5,844,000.00	Rank 2
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ADJOURNMENT OF THE OPENING OF BIDS	<p>Having no other matters for discussion and upon motion by Atty. Mona Liza P. Arriba-Juarez, duly seconded by Chief Monatao Honeya R. Alawi, the Opening of Bids was adjourned at 11:08AM.</p> <p>Further, the bidders are requested to leave the meeting room to give way for the post assessment activity of the BAC.</p>									
RESULT OF THE POST ASSESSMENT	<p>The post assessment activity started at 11:16AM.</p> <ol style="list-style-type: none"> 1. After validation of the submitted documents, the MAROONSTUDIOS INC. and MYBUSYBEE INC. were declared to have PASSED with the Technical and Legal Documents respectively. 2. On the financial documents, the MAROONSTUDIOS INC. with bid offer amounting to FIVE MILLION THREE HUNDRED EIGHTY-TWO THOUSAND TWO HUNDRED THIRTY-SIX PESOS (Php5,382,236.00) is ranked no. 1. 									
DECLARATION OF THE LOWEST CALCULATED BIDDER	<p>Upon motion by Chief Melissa C. Santos, jointly seconded by Chief Monatao Honeya R. Alawi, RESOLVED as it is hereby RESOLVED, to declare the Bidder-MAROONSTUDIOS INC. with bid offer amounting to FIVE MILLION THREE HUNDRED EIGHTY-TWO THOUSAND TWO HUNDRED THIRTY-SIX PESOS (Php5,382,236.00), as the LOWEST CALCULATED BID for the Project.</p>									
INSTRUCTIONS FROM THE MEMBERS OF THE BAC	<p>Atty. Batonan instructed the Technical Working Group to assist the BAC Members in the conduct of the post-qualification activity.</p> <p>She likewise directed the mandatory attendance of Mr. Romeo A. Concepcion, Atty. James Fernandez, Mr. Carlito V. Buan and Mr. Eddie D. Damaso during the conduct of the post-qualification activity. Further, the tentative date for the conduct of the post-qualification shall be on February 23, 2022.</p>									
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 11:52AM.</p>									

CERTIFICATION	We certify that the foregoing is the true account of the Opening of Bids conducted on February 16, 2022 .
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: February 16, 2022
CERTIFIED CORRECT	 DONAL DE LOS REYES Member, BAC Secretariat
APPROVED	 Chief MONATAO HONEYA R. ALAWI BAC Member RESIGNED EFFECTIVE FEBRUARY 14, 2022 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-Chairman, Presiding Officer NOT PRESENT DED GIOVANNI T. PLATERO BAC Chairperson