



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines  
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## MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office

Opening of Bids, June 22, 2022

Bid Evaluation, June 22-23, 2022

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL OPENING OF BIDS</b>	
<b>PROJECT</b>	<b>RENEWAL AND UPGRADE OF LICENSES FOR THE SUBSCRIPTION OF ONE (1) YEAR ZOOM VIDEO CONFERENCING SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2022-2023 WITH CONTRACT NO. CDA-2022-03</b>	
<b>AMOUNT OF BUDGET FOR THE CONTRACT (ABC)</b>	<b>THIRTEEN MILLION NINE HUNDRED THOUSAND PESOS (Php1,500,000.00)</b>	
<b>ATTENDEES</b>	<b>BIDS AND AWARDS COMMITTEE</b>	
	<ol style="list-style-type: none"> <li>1. DA-Ray R. Elevazo</li> <li>2. DA-Atty. Ma. Lourdes P. Pacao</li> <li>3. Chief Augusto Salvador P. Balles</li> <li>4. Inocencio M. Malapit</li> <li>5. Maricel B. Bagayan</li> </ol>	<p>Chairperson, BAC</p> <p>Member, BAC</p> <p>Member, BAC</p> <p>Member, BAC</p> <p>Not Present</p>
	<b>BAC SECRETARIAT</b>	
	<ol style="list-style-type: none"> <li>1. Mr. Jonal A. De Los Reyes</li> <li>2. Josie L. Villaver BAC Administrator (Electronic Submission)</li> <li>3. Ronaldo G. Rivera</li> <li>4. Romaine Niño P. Talucod</li> </ol>	<p>Member, BAC Secretariat</p> <p>Member, BAC Secretariat</p> <p>Member, BAC Secretariat</p> <p>Member, BAC Secretariat</p>
	<b>TECHNICAL WORKING GROUP</b>	
	<ol style="list-style-type: none"> <li>1. Atty. James Fernandez</li> <li>2. Ms. Doris D. Teodoro</li> <li>3. Mr. Bonifacio D. G</li> <li>4. Mr. Carlito V. Buan</li> <li>5. Mr. Eddie D. Damaso</li> </ol>	<p>Member, BAC TWG</p> <p>Member, BAC TWG</p> <p>Member, BAC TWG</p> <p>Member, BAC TWG</p> <p>Member, BAC TWG</p>
	<b>OBSERVER</b>	
	<ol style="list-style-type: none"> <li>1. Ms. Irene Lim</li> </ol>	<p>Representative from Commission on Audit</p>



	<p>The Globe Tower, Cebu Samar Loop corner Panay Road, Cebu Business Park, Cebu City</p> <p>2. <b>ESCO PTE LTD</b> 233709/U2601 Antel 2000 Corporate Center Bldg. Valero St. Makati City</p> <p>3. <b>MYBUSYBEE INC.</b> Unit 7 G/F Burgundy Place Condominium 174-B Gonzales St. Loyola Heights, Quezon City</p>	<p>Ms. Angelica Paz</p> <p>Ms. Anna Maria Donoga</p>															
<b>CALL TO ORDER</b>	<p>The Opening of Bids started at 10:04AM and was presided by the BAC Chairperson, DA-Ray R. Elevazo. Thereafter, he introduced himself and instructed the BAC Secretariat to acknowledge the presence of all the attendees.</p> <p>After the declaration of quorum by Mr. Jonal A. Delos Reyes, DA-Ray Elevazo acknowledged and thanked all the bidders for participating in the Opening of Bids.</p> <p>DA Elevazo instructed the BAC secretariat to proceed with the opening of Bids submitted by the Bidders.</p>																
<b>SUBMISSION OF BID DOCUMENT BY THE BIDDERS</b>	<p>DA Elevazo explained that the sequence for the Opening of Bids shall follow the "first come, first served basis".</p> <p>Further, the BAC Secretariat informed the Members of the BAC on the sequence of submission by the following bidders, to wit:</p> <table border="1" data-bbox="552 1563 1460 1796"> <thead> <tr> <th data-bbox="552 1563 979 1630">Name of Bidder</th> <th data-bbox="983 1563 1257 1630">Date</th> <th data-bbox="1260 1563 1460 1630">Time of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 1635 979 1662">1. MYBUSYBEE INC.</td> <td data-bbox="983 1635 1257 1662">June 22, 2022</td> <td data-bbox="1260 1635 1460 1662">7:36AM</td> </tr> <tr> <td data-bbox="552 1666 979 1693">2. INNOVE</td> <td data-bbox="983 1666 1257 1693">June 22, 2022</td> <td data-bbox="1260 1666 1460 1693">8:53AM</td> </tr> <tr> <td data-bbox="552 1697 979 1724">3. COMMUNICATIONS, INC.</td> <td data-bbox="983 1697 1257 1724">June 22, 2022</td> <td data-bbox="1260 1697 1460 1724">9:00AM</td> </tr> <tr> <td data-bbox="552 1729 979 1756">3. ESCO PTE LTD</td> <td data-bbox="983 1729 1257 1756"></td> <td data-bbox="1260 1729 1460 1756"></td> </tr> </tbody> </table>		Name of Bidder	Date	Time of Submission	1. MYBUSYBEE INC.	June 22, 2022	7:36AM	2. INNOVE	June 22, 2022	8:53AM	3. COMMUNICATIONS, INC.	June 22, 2022	9:00AM	3. ESCO PTE LTD		
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3. COMMUNICATIONS, INC.	June 22, 2022	9:00AM															
3. ESCO PTE LTD																	

## A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT

Mr. Romaine Talucod accessed and opened the zipped and PDF files of the Eligibility and Technical documents submitted by Bidders with the following results:

1. MYBUSYBEE INC. -- ZIP PW:MBB062222 and PDF PW:CDA062222
2. INNOVE COMMUNICATIONS, INC. -- ZIP PW:Globe#2022 and PDF PW:Globe#2013
3. ESCO PTE LTD – ZIP PW: 3\$Co (not accessible)

**a. Certificate of PhilGEPS Registration**

Name of Bidder	Status of Compliance		Remarks
	Compliant	Non-Compliant	
1. MYBUSYBEE INC.	√		PhilGEPS Platinum Certificate Holder
2. INNOVE COMMUNICATIONS, INC.	√		PhilGEPS Platinum Certificate Holder
3. ESCO PTE LTD		Failed	The Zip File format of the Legal and Technical Documents submitted was not accessible and cannot be extracted by the BAC Administrator during the opening.

The bidders 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:

1. Registration Documents from DTI, SEC and CDA;
2. Copy of Mayor's Permit for 2022 and
3. Valid and Current Tax Clearance.


Further, it was explained that the above-stated documents shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification.

**b. Statement of On-Going and Awarded but Not Yet Started Contracts**

Name of Bidder	Status of Compliance		Remarks
	Compliant	Non-Compliant	
1. MYBUSYBEE INC.	√		COMPLIED
2. INNOVE COMMUNICATIONS, INC.	√		

<b>c. Statement of Single Largest Completed Contracts Similar to the Contract to be Bid</b>	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1.	MYBUSYBEE INC.	√		COMPLIED
2.	INNOVE COMMUNICATIONS, INC.	√			
<b>d. Bid Securing Declaration</b>	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1.	MYBUSYBEE INC.	√		Notarized Bid Securing Declaration
2.	INNOVE COMMUNICATIONS, INC.	√			
<b>e. Conformity with the Schedule of Requirements</b>	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1.	MYBUSYBEE INC.	√		Conformed with the prescribed format
2.	INNOVE COMMUNICATIONS, INC.	√			
<b>f. Conformity with Technical Specifications</b>	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1.	MYBUSYBEE INC.	√		COMPLIED
2.	INNOVE COMMUNICATIONS, INC.	√			
<b>g. Omnibus Sworn Statement</b>	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1.	MYBUSYBEE INC.	√		Ms. Anna Maria Donoga is the authorized representative who will sign all the documents related to the Project  Mr. Arnold Bacalla is the authorized representative who will sign all
2.	INNOVE COMMUNICATIONS, INC.	√			

				the documents related to the Project
<b>h. Audited Financial Statement</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	1. MYBUSYBEE INC. 2. INNOVE COMMUNICATIONS, INC.	√ √		COMPLIED
<b>i. Net Financing Contracting Capacity (NFCC)</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	1. MYBUSYBEE INC.  2. INNOVE COMMUNICATIONS, INC.	√ Php278,477,750.00  √		NFCC is over and above the ABC  Bank Credit Line
<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS</b>	The BAC unanimously declared the <b>MYBUSYBEE and INNOVE COMMUNICATIONS, INC.</b> as eligible in their submitted Technical and Legal Requirements and is qualified to participate in the opening of financial documents.			
<b>B. REVIEW OF FINANCIAL COMPONENT</b>				
Mr. Talucod opened the zipped and PDF files of the Financial documents submitted by the following Bidders:				
1. MYBUSYBEE INC. -- ZIP PW:MBB062222 and PDF PW:CDAFIN062222				
2. INNOVE COMMUNICATIONS, INC. – ZIP PW:Andy#0209 and PDF PW:Andy#2022				
<b>a. Financial Bid</b>	<b>Name of Bidder</b>	<b>Bid Offer</b>	<b>Remarks</b>	
	1. MYBUSYBEE INC. 2. INNOVE COMMUNICATIONS, INC.	Php1,399,500.00  Php1,343,930.78	Rank 2  Rank 1	
<b>APPROVAL OF THE SUBMITTED FINANCIAL BID</b>	Upon motion of Atty. Pacao duly seconded by Chief S. Balles, the BAC has accepted the financial Bid submitted by the above-stated Bidders and will be subject for Bid evaluation.			

<b>ADJOURNMENT OF THE OPENING OF BIDS</b>	<p>Having no other matters for discussion and upon motion by Atty. Ma. Lourdes Pacao, duly seconded by Mr. Inocencio Malapit, the Opening of Bids was adjourned at 12:27PM.</p> <p>Further, the bidder is requested to leave the meeting room to give way for the post assessment activity of the BAC.</p>
<b>RESULT OF THE POST ASSESSMENT</b>	<p>The post assessment activity for the qualified Bidders was conducted on June 22 and 23, 2022 and the following results were confirmed:</p> <ol style="list-style-type: none"> <li>1. The submitted documents of <b>MYBUSYBEE INC.</b> and <b>INNOVE COMMUNICATIONS, INC.</b> were declared to have <b>PASSED</b> with the Technical and Legal Documents; and</li> <li>2. On the financial documents, the <b>INNOVE COMMUNICATIONS, INC.</b> with bid offer amounting to <b>ONE MILLION THREE HUNDRED FORTY THREE THOUSAND NINE HUNDRED THIRTY PESOS AND 78/100 (P1,343,930.78)</b> was confirmed to be compliant and resulted to be the Lowest Calculated Bidder.</li> </ol>
<b>DECLARATION OF THE LOWEST CALCULATED BIDDER</b>	<p>The BAC unanimously declared the <b>INNOVE COMMUNICATIONS, INC.</b> with bid offer amounting to <b>ONE MILLION THREE HUNDRED FORTY THREE THOUSAND NINE HUNDRED THIRTY PESOS AND 78/100 (P1,343,930.78)</b>, as the <b>LOWEST CALCULATED BIDDER</b> for the Project.</p>
<b>INSTRUCTIONS FROM THE MEMBERS OF THE BAC</b>	<p>Atty. Lourdes Pacao, Vice Chairman 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 Chief Doris D. Teodoro, Atty. James B. Fernandez and Mr. Bonifacio Garcia for the conduct of the post-qualification activity. Further, Chief D. Teodoro confirmed the instructions and said that the TWG will inform the Secretariat of the specific date of the conduct of the post-qualification.</p> <p>Mr. De Los Reyes acknowledged the information given by Chief Teodoro. Mr. De Los Reyes informed the BAC that once the date of post qualification is confirmed, the letter to the Bidder who ranked number 1 with the Lowest Calculated Bid shall be prepared including the corresponding Special Order.</p>
<b>ADJOURNMENT OF POST ASSESSMENT</b>	<p>The post assessment ended at 4:44PM.</p>
<b>CERTIFICATION</b>	<p>We certify that the foregoing is the true account of the Opening of Bids and Bid Evaluation conducted on <b>June 22-23, 2022.</b></p>
<b>PREPARED AND CERTIFIED CORRECT</b>	<p>  <b>DONAL A. DE LOS REYES</b>  BAC Secretariat  <b>June 23, 2022</b></p>

**APPROVED**

(Not Present)  
**MARICEL B. BAGAYAN**  
BAC Member



**INOCENCIO M. MALAPIT**  
BAC Member



**AUGUSTO SALVADOR P. BALLE**  
BAC Member



**DA-ATTY. MA. LOURDES P. PACAO**  
BAC Vice-Chairman



**DA RAY R. ELEVAZO, CESE, MNSA**  
BAC Chairperson