



# 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 March 02, 2023 at 10:00AM Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL PRE-BID CONFERENCE</b>																																											
<b>PROJECT</b>	<b>PROCUREMENT OF A ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2023-2024 WITH CONTRACT NO. CDA-2023-01</b>																																											
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>SIX MILLION SIX HUNDRED SIX THOUSAND SEVEN HUNDRED SEVEN AND EIGHTY CENTAVOS (Php6,606,707.80)</b>																																											
<b>ATTENDEES</b>	<table border="1"> <tr> <td colspan="2"><b>BIDS AND AWARDS COMMITTEE</b></td> </tr> <tr> <td>1. Mr. Ray R. Elevazo</td> <td>Chairperson</td> </tr> <tr> <td>2. Atty. Ma. Lourdes P. Pacao</td> <td>Vice Chairperson</td> </tr> <tr> <td>3. Mr. Augusto Salvador P. Balles</td> <td>Member</td> </tr> <tr> <td>4. Mr. Inocencio M. Malapit</td> <td>Member</td> </tr> <tr> <td colspan="2"><b>BAC SECRETARIAT</b></td> </tr> <tr> <td>1. Atty. Jovilyn M. Gaffud-Marquez</td> <td>Head</td> </tr> <tr> <td>2. Mr. Jonal A. Delos Reyes</td> <td>Member</td> </tr> <tr> <td>3. Ms. Mae Joi Pia Santos</td> <td>Member</td> </tr> <tr> <td>4. Ms. Josie L. Villaver</td> <td>Member</td> </tr> <tr> <td>5. Mr. Benjie Magdayo</td> <td>Member</td> </tr> <tr> <td colspan="2"><b>TECHNICAL WORKING GROUP</b></td> </tr> <tr> <td>1. Atty. James B. Fernandez</td> <td>Member</td> </tr> <tr> <td>2. Mr. Julio Casilan</td> <td>Member</td> </tr> <tr> <td>3. Mr. Elmer A. Bajado</td> <td>Member</td> </tr> <tr> <td>4. Ms. Ma. Antonette A. Pimentel</td> <td>Member</td> </tr> <tr> <td colspan="2"><b>Electronic Administrator</b></td> </tr> <tr> <td>1. Mr. Ronaldo G. Rivera</td> <td>Member</td> </tr> <tr> <td>2. Mr. Romaine Niño P. Talucod</td> <td>Member</td> </tr> <tr> <td>3. Mr. Bonifacio D. Garcia</td> <td>Member</td> </tr> <tr> <td>4. Mr. Carlito V. Buan</td> <td>Member</td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE</b>		1. Mr. Ray R. Elevazo	Chairperson	2. Atty. Ma. Lourdes P. Pacao	Vice Chairperson	3. Mr. Augusto Salvador P. Balles	Member	4. Mr. Inocencio M. Malapit	Member	<b>BAC SECRETARIAT</b>		1. Atty. Jovilyn M. Gaffud-Marquez	Head	2. Mr. Jonal A. Delos Reyes	Member	3. Ms. Mae Joi Pia Santos	Member	4. Ms. Josie L. Villaver	Member	5. Mr. Benjie Magdayo	Member	<b>TECHNICAL WORKING GROUP</b>		1. Atty. James B. Fernandez	Member	2. Mr. Julio Casilan	Member	3. Mr. Elmer A. Bajado	Member	4. Ms. Ma. Antonette A. Pimentel	Member	<b>Electronic Administrator</b>		1. Mr. Ronaldo G. Rivera	Member	2. Mr. Romaine Niño P. Talucod	Member	3. Mr. Bonifacio D. Garcia	Member	4. Mr. Carlito V. Buan	Member
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(02) 8721-5324

Office of the Administrator : (02) 8721-0633

Officer of the Day : (02) 8725-3764



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	<p><b>OBSERVERS:</b></p> <p>1. Mr. Amado Ablao 2. Ms. Irene Lim</p>	<p>COA, Representative COA, Representative</p>										
<b>NAME OF BIDDERS/ REPRESENTATIVES</b>	<table border="1"> <thead> <tr> <th>Prospective Bidder</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. Maroon Studios</td> <td>Ms. Carla Jean Cruz</td> </tr> <tr> <td>2. Globe Telecom</td> <td>Mr. Arnold Bacalla</td> </tr> <tr> <td>3. My Busybee</td> <td>Ms. Genve Marie Binayug</td> </tr> <tr> <td>4. ePLDT</td> <td>Ms. Mitchel De Guzman Mr. Jerson Bresencio</td> </tr> </tbody> </table>		Prospective Bidder	Representative	1. Maroon Studios	Ms. Carla Jean Cruz	2. Globe Telecom	Mr. Arnold Bacalla	3. My Busybee	Ms. Genve Marie Binayug	4. ePLDT	Ms. Mitchel De Guzman Mr. Jerson Bresencio
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<b>CALL TO ORDER</b>	<p>The Pre-Bid Conference started at 9:59 AM and was presided by the BAC Chairperson, Mr. RAY R. ELEVAZO. Thereafter, he instructed the BAC Secretariat to acknowledge the presence of all the attendees and the required quorum was thereby established.</p> <p>Following the instruction of the Chairperson, Mr. Delos Reyes stated the Agenda for the meeting which is the Pre-Bid Conference on the subject matter abovementioned and a discussion on the contents of the Bid documents.</p> <p>Mr. Malapit moved for the agenda as read by the BAC Secretariat and was duly seconded by Atty. Pacao.</p>											
<b>SECTION I. INVITATION TO BID</b>	<p>Presented the contents of the Invitation to Bid.</p> <p>No discussion.</p>											
<b>SECTION II. INSTRUCTIONS TO BIDDERS</b>	<p>Presented the contents of the Instructions to Bidders.</p> <p>No discussion.</p>											
<b>SECTION III. BID DATA SHEET</b>	<p>Presented the contents of the Bid Data Sheet.</p> <p>No discussion.</p>											
<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>	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussion.</p>											
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>											
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	<p>Presented the contents of the Technical Specifications.</p> <p>No Discussion.</p>											

<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>	The following items were discussed after the Bid Forms were presented:		
	<b>SUPPLIER</b>	<b>QUESTIONS/ISSUES</b>	<b>CLARIFICATION</b>
Ms. Genve Marie Binayug of My Busybee	Under 9.1.1., "Must have at least 2 google workspace client in the public sector with a deployment of 1,000 licenses." Is the requirement of 1,000 licenses per google workspace?	Mr. Rivera responded that 2 google workspace and a deployment of aggregated licenses are required.	
	Mr. Elevazo requested the vice chairperson, Atty. Pacao to preside since he will be transferring to another meeting.		
Mr. Jerson Cresencio of ePLDT	On 5.1, Is the 850 user licenses of cloud based electronic mail system subscription correct?	Mr. Garcia responded in the affirmative.	
Ms. Carla Jean Cruz of MaroonStudios	On 5.9, "The Contractor shall submit a Certificate and/or Authorization... xxx " Is this the Partner's certificate?	Mr. Rivera replied that the document mentioned under 5.9 is equivalent to the Certificate of Partnership.	
	Do you have a specific requirement about the partnership level?	Mr. Rivera responded that the required level is Premiere Partnership or Higher	
Mr. Jerson Cresencio of ePLDT	Can we email if there are further technical specification clarifications?	Mr. Delos Reyes replied that as provided in the Bid documents, they must submit their queries within 10 days before the Opening of Bids.	

	Ms. Carla Jean Cruz of MaroonStudios	Since the required partner level was not specified in the TOR, will it be included in the Supplemental Bid Bulletin that you are going to issue?	Mr. Rivera replied in the affirmative. Mr. Delos Reyes further elaborated that the BAC can decide during the Executive Session if there is a need to issue a Supplemental Bid Bulletin on the matter.
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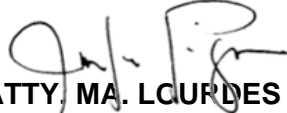

**EXECUTIVE SESSION**

A Supplemental Bid Bulletin on Technical Specifications Section 9 was drafted relative to the question raised on the required partner level by Ms. Carla of Maroon Studios.

Mr. Malapit moved for the issuance of the Supplemental Bid Bulletin and was duly seconded by Mr. Balles with the following details:

SECTION/ITEM NUMBER IN THE BID DOCUMENTS	CLARIFICATIONS / AMENDMENTS	
	FROM	TO
<b>TECHNICAL SPECIFICATIONS –</b>  <b>9. QUALIFICATION OF BIDDER</b>	Page 41  <b>9.1.4 Must have certified (from the Service Provider that the Bidder will carry/propose) deployment specialists to perform the professional implementation requirements on site; and</b>  <b>9.1.5 Must have certified (from the Service Provider that the Bidder will carry/propose) administrators to architect the technical deployment and configuration activities of the project.</b>	Page 41  <b>9.1.4 Must have at least four (4) certified (from the Service Provider that the bidder will carry/propose) deployment specialists to perform the professional implementation requirements onsite;</b>  <b>9.1.5 Must have at least three (3) certified (from the Service Provider that the bidder will carry/propose) administrators or cloud architect to architect the technical deployment and configuration activities of the project;</b>

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 12:05 PM.
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on <b>March 02, 2023</b> .

<b>PREPARED AND CERTIFIED CORRECT</b>	 <b>JOSIE L. VILLAVER</b> BAC Secretariat <b>March 02, 2023</b>
<b>APPROVED</b>	 <b>INOCENCIO M. MALAPIT</b> BAC Member   <b>AUGUSTO SALVADOR P. BALLE</b> BAC Member  Not present <b>MILDRED S. ESGUERRA</b> BAC Member   <b>DA-ATTY. MA. LOURDES P. PACAO</b> BAC Vice-Chairman   <b>DA RAY R. ELEVAZO, CESE, MNSA</b> BAC Chairperson