



# 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 @CDAPhilis PH Cooperatives



## MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office

Opening of Bids, May 23, 2023 at 9:00 AM

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL OPENING OF BIDS</b>																																									
<b>PROJECT</b>	<b>PROCUREMENT OF A ONE (1) YEAR SUBSCRIPTION OF CLOUD COMPUTING SERVICE FOR THE ELECTRONIC DOCUMENT TRACKING MANAGEMENT INFORMATION SYSTEM (EDTMIS) OF COOPERATIVE DEVELOPMENT AUTHORITY (CDA) WITH CONTRACT NUMBER CDA-2023-02</b>																																									
<b>AMOUNT OF BUDGET FOR THE CONTRACT (ABC)</b>	<b>ONE MILLION EIGHT HUNDRED THOUSAND PESOS (Php1,800,000.</b>																																									
<b>ATTENDEES</b>	<table border="1"> <tr> <td><b>BIDS AND AWARDS COMMITTEE</b></td> <td></td> </tr> <tr> <td>1. 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. Mildred S. Esguerra</td> <td>Member</td> </tr> <tr> <td>4. Augusto Salvador B. Balles</td> <td>Member</td> </tr> <tr> <td>5. Inocencio M. Malapit</td> <td>Member</td> </tr> <tr> <td><b>BAC SECRETARIAT</b></td> <td></td> </tr> <tr> <td>1. Jonal A. De Los Reyes</td> <td>Member</td> </tr> <tr> <td>2. Josie L. Villaver</td> <td>Member</td> </tr> <tr> <td><b>BAC ADMINISTRATOR ON ELECTRONIC SUBMISSION</b></td> <td></td> </tr> <tr> <td>1. Romaine Niño P. Talucod</td> <td>Member</td> </tr> <tr> <td><b>TECHNICAL WORKING GROUP</b></td> <td></td> </tr> <tr> <td>1. Doris D. Teodoro</td> <td>Member</td> </tr> <tr> <td>2. Julio E. Casilan Jr.</td> <td>Member</td> </tr> <tr> <td>3. Bonifacio D. Garcia</td> <td>Member/End User</td> </tr> <tr> <td>4. Carlito V. Buan</td> <td>Member</td> </tr> <tr> <td>5. Ma. Antonette A. Pimentel</td> <td>Member</td> </tr> <tr> <td><b>OBSERVERS</b></td> <td></td> </tr> <tr> <td>1. Amado Ablao</td> <td>COA Resident Auditor</td> </tr> <tr> <td>2. Irene Lim</td> <td>COA Resident Auditor</td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE</b>		1. Ray R. Elevazo	Chairperson	2. Atty. Ma. Lourdes P. Pacao	Vice Chairperson	3. Mildred S. Esguerra	Member	4. Augusto Salvador B. Balles	Member	5. Inocencio M. Malapit	Member	<b>BAC SECRETARIAT</b>		1. Jonal A. De Los Reyes	Member	2. Josie L. Villaver	Member	<b>BAC ADMINISTRATOR ON ELECTRONIC SUBMISSION</b>		1. Romaine Niño P. Talucod	Member	<b>TECHNICAL WORKING GROUP</b>		1. Doris D. Teodoro	Member	2. Julio E. Casilan Jr.	Member	3. Bonifacio D. Garcia	Member/End User	4. Carlito V. Buan	Member	5. Ma. Antonette A. Pimentel	Member	<b>OBSERVERS</b>		1. Amado Ablao	COA Resident Auditor	2. Irene Lim	COA Resident Auditor
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<p><b>CALL TO ORDER AND DECLARATION OF QUORUM</b></p>	<p>The meeting started at 9:41 AM with an INVOCATION lead by the BAC Vice chairperson, Atty. Ma. Lourdes P. Pacao. The BAC chairperson Mr. Elevazo requested the Vice chairperson to preside over the meeting. Thereafter, Mr. Delos Reyes of the BAC Secretariat acknowledged the members present and subsequently declared a quorum of the BAC.</p>									
<p><b>AGENDA</b></p>	<p>Mr. Delos Reyes stated the Agendum for the meeting which was the <b>OPENING OF BIDS</b> submitted by prospective bidders relative to the <b>PROCUREMENT OF A ONE (1) YEAR SUBSCRIPTION OF CLOUD COMPUTING SERVICE FOR THE ELECTRONIC DOCUMENT TRACKING MANAGEMENT INFORMATION SYSTEM (EDTMIS) OF COOPERATIVE DEVELOPMENT AUTHORITY (CDA) WITH CONTRACT NUMBER CDA-2023-02</b></p> <p>Mr. Malapit moved for the approval of the agendum as stated by Mr. Delos Reyes and duly seconded by Mr. Balles.</p>									
<p><b>SUBMISSION OF BID DOCUMENTS BY THE PROSPECTIVE BIDDER(S)</b></p>	<p>Atty. Pacao requested the Secretariat to proceed with the Opening of Bids and the presentation of their details.</p> <p>Accordingly, Mr. Delos Reyes requested Mr. Talucod, a designated BAC administrator on electronic submission to present the bid documents submitted by prospective bidders.</p> <p>Mr. Talucod stated that there were two prospective bidders who submitted their bid documents on time, as follows:</p> <table border="1" data-bbox="531 1328 1449 1626"> <thead> <tr> <th>Prospective Bidder</th> <th>Representative/s</th> <th>Date of Bid Documents Submission</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS INC.</td> <td>Carla Jean Cruz</td> <td>May 22, 2023 at 10.14 PM</td> </tr> <tr> <td>DONA ALEJANDRA, INCORPORATED</td> <td>Patrick Ramos</td> <td>May 22, 2023 at 10:21 PM</td> </tr> </tbody> </table>	Prospective Bidder	Representative/s	Date of Bid Documents Submission	MAROON STUDIOS INC.	Carla Jean Cruz	May 22, 2023 at 10.14 PM	DONA ALEJANDRA, INCORPORATED	Patrick Ramos	May 22, 2023 at 10:21 PM
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**A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT**

Mr. Talucod accessed and opened the zipped and PDF files of the Eligibility and Technical documents submitted by the 1<sup>st</sup> prospective bidder, Maroon Studios Inc. followed by the 2<sup>nd</sup> prospective bidder, Dona Alejandra Incorporated with the following passwords as provided by the said company/bidder representatives:

	TECHNICAL	COMPONENT
	ZIPPED File	PDF File
Maroon Studios Inc.	MS_1218	MS_1116
Dona Alejandra Incorporated	Daigis1981	DAI1981

The following were the contents of the bid documents regarding the Technical component of both prospective bidders :

<b>a. PhilGEPS Certificate of Registration</b>	<table border="1"> <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>MAROON STUDIOS, INC.</td> <td align="center">√</td> <td></td> <td>Platinum Membership, valid until July 30, 2023</td> </tr> <tr> <td>DONA ALEJANDRA, INCORPORATED</td> <td align="center">√</td> <td></td> <td>Platinum Membership, valid until January 11, 2024</td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		Platinum Membership, valid until July 30, 2023	DONA ALEJANDRA, INCORPORATED	√		Platinum Membership, valid until January 11, 2024
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<b>b. Statement of Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</b>	<table border="1"> <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>MAROON STUDIOS, INC.</td> <td align="center">√</td> <td></td> <td></td> </tr> <tr> <td>DONA ALEJANDRA, INCORPORATED</td> <td align="center">√</td> <td></td> <td></td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√			DONA ALEJANDRA, INCORPORATED	√		
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	Compliant	Non-Compliant													
MAROON STUDIOS, INC.	√														
DONA ALEJANDRA, INCORPORATED	√														

c. <b>Statement of Single Largest Completed Contract which is Similar in Nature</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		<b>Compliant</b>	<b>Non-Compliant</b>	
	MAROON STUDIOS, INC.	√		
	DONA ALEJANDRA, INCORPORATED	√		
d. <b>Bid Securing Declaration</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		<b>Compliant</b>	<b>Non-Compliant</b>	
	MAROON STUDIOS, INC.	√		Notarized Bid Securing Declaration
	DONA ALEJANDRA, INCORPORATED	√		Notarized Bid Securing Declaration
e. <b>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>	
	MAROON STUDIOS, INC.	√		
	DONA ALEJANDRA, INCORPORATED	√		
f. <b>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>	
	MAROON STUDIOS, INC.	√		
	DONA ALEJANDRA, INCORPORATED	√		

g. Omnibus of Sworn Statement	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	MAROON STUDIOS, INC.		√		<b>CARLA JEAN CRUZ</b> is the duly authorized representative who will sign all the documents related to this Project
DONA ALEJANDRA, INCORPORATED		√		<b>PATRICK V. RAMOS</b> is the duly authorized representative who will sign all the documents related to this Project	
h. Audited Financial Statements	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	MAROON STUDIOS, INC.		√		Stamped received by the BIR
DONA ALEJANDRA, INCORPORATED		√		Stamped received by the BIR	
i. Net Financing Contracting Capacity (NFCC)	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	MAROON STUDIOS, INC.		√		The NFCC of the bidder is Php 135,106,656.45 which is over and above the ABC.
DONA ALEJANDRA, INCORPORATED		√		The NFCC of the bidder is	

				Php 288,442,144.65 which is over and above the ABC.
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<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL COMPONENT</b>	Based on the checklist, Maroon Studios Inc. and Dona Alejandra, Incorporated are both compliant with all the technical and legal document requirements contained in their respective 1 <sup>st</sup> envelope.
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### B. REVIEW OF FINANCIAL COMPONENT

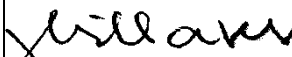


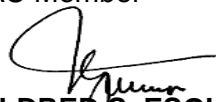
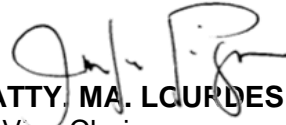
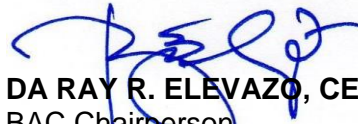
As per instruction from the BAC Vice Chairperson, Mr. Delos Reyes proceeded to the next stage of the procurement process which was the opening of the Financial component of both bidders.

Mr. Talucod accessed and opened the zipped and PDF files of the Financial documents submitted by the 1<sup>st</sup> prospective bidder, Maroon Studios Inc. followed by the 2<sup>nd</sup> prospective bidder, Dona Alejandra Incorporated with the following passwords as provided by the said company/bidder representatives:

	FINANCIAL COMPONENT	
	ZIPPED File	PDF File
Maroon Studios Inc.	MS_0523	MS_1219
Dona Alejandra Incorporated	PRdavinci2007	GIS1981

<b>FINANCIAL BID</b>	<b>Name of Bidder</b>	<b>Bid Offer</b>	<b>Remarks</b>
	MAROON STUDIOS, INC	Php 1,421,953.48	The financial bid is less than the ABC
	DONA ALEJANDRA, INCORPORATED	Php 1,392,445.84	The financial bid is less than the ABC

<b>APPROVAL OF THE CONTENT ON THE SUBMITTED FINANCIAL COMPONENT ENVELOPE</b>	Ms. Esguerra moved for the acceptance of the bids from MAROON STUDIOS, INC and DONA ALEJANDRA, INCORPORATED and duly seconded by Mr. Malapit.
<b>EXECUTIVE SESSION</b>	<p>An exhaustive discussion ensued on the technical qualifications of both prospective bidders. Thereafter, Atty. Pacao solicited a motion on the declaration of the Lowest Calculated Bidder.</p> <p>Ms. Esguerra moved for the declaration of DONA ALEJANDRA, INCORPORATED as the Lowest Calculated Bidder for this contract and was duly seconded by Mr. Balles.</p>
<b>ADJOURNMENT</b>	The meeting was adjourned at 11:01AM.

<b>PREPARED AND CERTIFIED CORRECT</b>	 <b>JOSIE L. VILLAVER</b> BAC Secretariat <b>May 23, 2023</b>
<b>APPROVED</b>	 <b>INOCENCIO M. MALAPIT</b> BAC Member  <b>AUGUSTO SALVADOR P. BALLE</b> BAC Member  <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