



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines

<http://www.cda.gov.ph> helpdesk@cda.gov.ph CDA Philippines



BAGONG PILIPINAS

MINUTES OF MEETING

CDA – Head Office Bids and Awards Committee (BAC)

February 28, 2024 at 1:00PM

via Google Meet

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| TYPE OF MEETING | VIRTUAL OPENING OF BIDS | | | | | | | | | |
| PROJECT | PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) WITH CONTRACT NO. CDA-GOODS-2024-01 | | | | | | | | | |
| APPROVED BUDGET FOR THE CONTRACT (ABC) | NINE MILLION NINE HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED EIGHTY-SEVEN PESOS AND 85/100 (P9,958,987.85) | | | | | | | | | |
| ATTENDEES | <table border="1"> <tr> <td data-bbox="488 949 1002 1205"> BIDS AND AWARDS COMMITTEE 1. Mr. Ray R. Elevazo 2. Atty. Ma. Lourdes P. Pacao 3. Ms. Mildred S. Esguerra 4. Mr. Augusto Salvador P. Balles 5. Mr. Inocencio M Malapit </td> <td data-bbox="1002 949 1422 1205"> Chairperson, BAC Vice-Chairperson Member, BAC Member, BAC Member, BAC </td> </tr> <tr> <td data-bbox="488 1205 1002 1541"> BAC SECRETARIAT 1. Mr. Elmer A. Bajado 2. Ms. Josie Villaver 3. Mr. Benjie R. Magdayo 4. Ms. Ma. Antonette A. Pimentel 5. Mr. Ronaldo G. Rivera 6. Mr. Romaine Niño P. Talucod </td> <td data-bbox="1002 1205 1422 1541"> Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Online Administrator Online Administrator, Alternate </td> </tr> <tr> <td data-bbox="488 1541 1002 1778"> TECHNICAL WORKING GROUP 1. Ms. Doris D. Teodoro 2. Mr. Angelo S. Bugarin 3. Mr. Julio Casilan Jr. 4. Ms. Marygrace C. Jaquilmac </td> <td data-bbox="1002 1541 1422 1778"> Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG </td> </tr> <tr> <td data-bbox="488 1778 1002 1951"> END-USER 1. Janika Vergara – Ong 2. Bonifacio Garcia </td> <td data-bbox="1002 1778 1422 1951"></td> </tr> </table> | | BIDS AND AWARDS COMMITTEE 1. Mr. Ray R. Elevazo 2. Atty. Ma. Lourdes P. Pacao 3. Ms. Mildred S. Esguerra 4. Mr. Augusto Salvador P. Balles 5. Mr. Inocencio M Malapit | Chairperson, BAC Vice-Chairperson Member, BAC Member, BAC Member, BAC | BAC SECRETARIAT 1. Mr. Elmer A. Bajado 2. Ms. Josie Villaver 3. Mr. Benjie R. Magdayo 4. Ms. Ma. Antonette A. Pimentel 5. Mr. Ronaldo G. Rivera 6. Mr. Romaine Niño P. Talucod | Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Member, BAC Secretariat Online Administrator Online Administrator, Alternate | TECHNICAL WORKING GROUP 1. Ms. Doris D. Teodoro 2. Mr. Angelo S. Bugarin 3. Mr. Julio Casilan Jr. 4. Ms. Marygrace C. Jaquilmac | Member, BAC TWG Member, BAC TWG Member, BAC TWG Member, BAC TWG | END-USER 1. Janika Vergara – Ong 2. Bonifacio Garcia | |
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| | OBSERVER: | |
| | 1. Ms. Estela F. Salandanan | COA, Representative |

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| NAME OF BIDDERS/ REPRESENTATIVES | Prospective Bidder | Representative |
| | 1. MAROON STUDIOS INC. | JENNILYN MONDERO |

CALL TO ORDER

The Bids and Awards Committee convened at 1:10PM. The BAC Chairman, Mr. Ray R. Elevazo lead the prayer before starting meeting. Thereafter, he instructed the BAC Secretariat to ascertain the quorum of the BAC and acknowledge the presence of all other attendees.

After the declaration of quorum by Mr. Elmer A. Bajado, Mr Elevazo instructed the Secretariat to proceed with the agenda for the meeting.

AGENDUM

- The Opening of Bids for the **PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) WITH CONTRACT NO. CDA-GOODS-2024-01**
- Other matters

Atty. Pacao moved the approval of the agenda as presented by the Secretariat which was duly seconded by Ms. Esguerra.

SUBMISSION OF BID DOCUMENT BY THE BIDDERS

The BAC On-line Administrator, Alternate Mr. Talucod was requested to recognize the bidders who registered and are present in the Opening of Bids with the following submission details:

| Name of Bidder | Date | Time of Submission |
|-----------------------|-------------------|--------------------|
| 1. MAROONSTUDIOS INC. | February 28, 2024 | 10:01 AM |






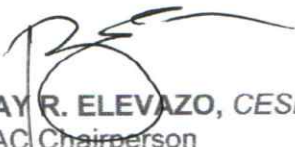
A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT

Mr. Talucod, designated electronic Administrator, downloaded the file and successfully opened the zipped and PDF files of the Eligibility and Technical documents submitted by the **MAROONSTUDIOS INC.**

PASSWORD:
Zip file: Ms@0228-01219
PDF: Ms@0228-01218

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| a. Certificate of PhilGEPS Registration | Presented No comment |
| b. Registration Documents from DTI, SEC and CDA | Presented No comment |
| 2. Mayor's Permit for 2023 | Presented No comment |
| 3. Valid and Current Tax Clearance | Presented No comment |
| 4. Statement of On-Going and Awarded But Not Yet Started Contracts | Presented No comment |
| 5. Statement of Single Largest Completed Contracts Similar to the Contract to be Bid | Presented No comment |
| 6. Bid Securing Declaration | Presented No comment |
| 7. Conformity with the Schedule of Requirements | Presented No comment |
| 8. Conformity with Technical Specifications | Presented No comment |
| 9. Omnibus Sworn Statement / Secretary's Certificate | Presented No comment |

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| 10. Audited Financial Statement | Presented No comment |
| 11. Net Financing Contracting Capacity (NFCC) | Presented Php 147,623,269.29 No comment |
| ACCEPTANCE OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS | The BAC declared the MaroonStudios Inc. as eligible in its submitted Technical and Legal Requirements, thus, it is qualified to the opening of the financial documents. |
| B. REVIEW OF FINANCIAL COMPONENT Mr. Talucod has successfully opened the zipped and PDF file of the Financial documents submitted by the lone bidder Password: Zip file: Ms@0228-01116 PDF : Ms@0228-01115 | |
| a. Financial Bid | Presented PhP 8,919,347.92 No comment |
| b. Duly Signed and Accomplished Price Schedule | Presented No comment |
| ACCEPTANCE OF THE SUBMITTED FINANCIAL DOCUMENT | The BAC declared the MAROON STUDIOS INC. compliant and passed the financial document requirements. |
| RESULT OF THE POST ASSESSMENT | The BAC declared the MAROON STUDIOS INC. compliant in the technical and financial requirement for the project. |
| DECLARATION OF THE LOWEST CALCULATED BIDDER | The BAC declared the MAROON STUDIOS INC. to be the single calculated bidder |

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| INSTRUCTIONS FROM THE MEMBERS OF THE BAC | The Chairperson, Mr. Elevazo instructed the Technical Working Group to conduct the post-qualification. Further, he requested the TWG to update the Secretariat on the activity details. |
| OTHER ITEMS FOR DISCUSSION | <p>Mr. Bajado reminded the BAC on the following schedules:</p> <p>March 01, 2024 – Pre-Procurement Conference for the Procurement of Corn Mill Combined Rice Mill (PhP 204,000,000.00)</p> <p>March 05, 2024 – Pre-Bid Conference for the Subscription of Firewall (PhP 8,300,000.00)</p> |
| ADJOURNMENT | Having no other matters for discussion, the meeting was adjourned at 2:38 PM. |
| CERTIFICATION | We certify that the foregoing is the true account of the Opening of Bids conducted on February 28, 2024 . |
| PREPARED BY |  <p>MA. ANTONETTE A. PIMENTEL Member, BAC Secretariat</p> <p>Date: <u>March 04, 2024</u></p> |
| APPROVED |  <p>INOCENCIO M. MALAPIT BAC Member</p>  <p>AUGUSTO SALVADOR P. BALLE BAC Member</p>  <p>MILDRED S. ESGUERRA BAC Member</p>  <p>ATTY. MA. LOURDES P. PACAO BAC Vice-Chairperson</p>  <p>RAY R. ELEVAZO, CESE, MNSA BAC Chairperson</p> |