



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



MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office

March 05, 2024, 10:00 AM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																			
PROJECT	PROCUREMENT OF FIREWALL SUBSCRIPTION FOR THE COOPERATIVE DEVELOPMENT AUTHORITY FOR FY 2024 WITH CONTRACT NUMBER CDA-GOODS-2024-02																																			
APPROVED BUDGET FOR THE CONTRACT (ABC)	EIGHT MILLION THREE HUNDRED THOUSAND PESOS (P8,300,000.00) being the Approved Budget for the Contract																																			
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></td> </tr> <tr> <td>1. Mr. Ray R. Elevazo</td> <td>Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Ma. Lourdes P. Pacao</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>3. Mr. Augusto Salvador P. Balles</td> <td>Member, BAC</td> </tr> <tr> <td>4. Mr. Inocencio M. Malapit</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></td> </tr> <tr> <td>1. Mr. Benjie R. Magdayo</td> <td>Member</td> </tr> <tr> <td>2. Mr. Elmer A. Bajado</td> <td>Member</td> </tr> <tr> <td>3. Ms. Ma. Antonette A. Pimentel</td> <td>Member</td> </tr> <tr> <td>4. Mr. Ronaldo G. Rivera</td> <td>Online Administrator</td> </tr> <tr> <td>5. Mr. Romaine Niño P. Talucod</td> <td>Online Administrator, Alternate</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Mr. Julio Casilan</td> <td>Member</td> </tr> <tr> <td>2. Ms. Marygrace Jaquilmac</td> <td>Member</td> </tr> <tr> <td>OBSERVER:</td> <td></td> </tr> <tr> <td>1. Ms. Estela F. Salandanan</td> <td>COA, Representative</td> </tr> <tr> <td>2. Ms. Irene Lim</td> <td>COA, Representative</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Mr. Ray R. Elevazo	Chairperson, BAC	2. Atty. Ma. Lourdes P. Pacao	Vice Chairperson, BAC	3. Mr. Augusto Salvador P. Balles	Member, BAC	4. Mr. Inocencio M. Malapit	Member, BAC	BAC SECRETARIAT		1. Mr. Benjie R. Magdayo	Member	2. Mr. Elmer A. Bajado	Member	3. Ms. Ma. Antonette A. Pimentel	Member	4. Mr. Ronaldo G. Rivera	Online Administrator	5. Mr. Romaine Niño P. Talucod	Online Administrator, Alternate	TECHNICAL WORKING GROUP		1. Mr. Julio Casilan	Member	2. Ms. Marygrace Jaquilmac	Member	OBSERVER:		1. Ms. Estela F. Salandanan	COA, Representative	2. Ms. Irene Lim	COA, Representative
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NAME OF BIDDERS/ REPRESENTATIVES	Prospective Bidder	Representative																																		
	MYBUSYBEE INC.	ANA DONOGA																																		
	HORIZON GATEWAY CORPORATION	PHILIP VARGAS																																		
	OS1 TECHNOLOGY SOLUTIONS, INC.	LHEA EDMA (not in the attendance form)																																		

Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Administrator : (02) 8721-0633
Officer of the Day : (02) 8725-3764



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CALL TO ORDER	The BAC convened at 10:09AM. With the instructions from the BAC Chairperson, Atty. Pacao, the Vice-Chairperson, presided over with a prayer. Thereafter, Mr. Bajado acknowledged the presence and confirmed the quorum of the BAC.						
AGENDUM	<p>The presentation of Bid Documents on the PROCUREMENT OF FIREWALL SUBSCRIPTION FOR THE COOPERATIVE DEVELOPMENT AUTHORITY FOR FY 2024 WITH CONTRACT NO. CDA-GOODS-2024-02</p> <p>Mr. Malapit moved for the approval of the agenda as presented by the Secretariat which was duly seconded by Mr. Elevazo.</p>						
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="547 869 1422 1093"> <thead> <tr> <th data-bbox="547 869 967 936">Procurement Activities</th> <th data-bbox="967 869 1422 936">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="547 936 967 1025">Submission of Bids</td> <td data-bbox="967 936 1422 1025">on or before 9:00 AM of March 19, 2024</td> </tr> <tr> <td data-bbox="547 1025 967 1093">Opening of Bids</td> <td data-bbox="967 1025 1422 1093">March 19, 2024 at 10:00 AM</td> </tr> </tbody> </table>	Procurement Activities	Date	Submission of Bids	on or before 9:00 AM of March 19, 2024	Opening of Bids	March 19, 2024 at 10:00 AM
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SECTION II. INSTRUCTIONS TO BIDDERS	Presented the contents of the Bid Data Sheet. No discussion.						
SECTION III. BID DATA SHEET	Presented the contents of the Bid Data Sheet. No discussion.						
SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the contents of the General Conditions of Contract. No discussion.						
SECTION V. SPECIAL CONDITIONS OF CONTRACT	Presented the contents of the Special Conditions of Contract. No discussion.						
SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the contents of the Schedule of Requirements. No discussion.						
SECTION VII. TECHNICAL SPECIFICATIONS	Presented the contents of the Technical Specifications. No Discussion.						
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	Presented the contents of the Checklist of Technical and Financial Documents. No discussion.						

**SECTION IX.
BIDDING FORMS**

After presenting the Bidding Forms, the following items were discussed:


PARTICIPANT	ITEM FOR DISCUSSION	CLARIFICATION
Mr. Malapit and Mr. Balles	How did the end-user come up with the technical requirements	Mr. Talucod answered that the specifications were derived from the currently used subscription in updated version
Mr. Talucod	Item "1.5 Uninterruptible Power Supply" should be 16 units in quantity	Mr. Talucod explained that the original specifications include the "16 units" but was inadvertently omitted during the preparation of Purchase Request.
Ms. Lhea Edma	Will a bid bulletin be issued on the additional "16 units" in the specifications	Atty. Pacao asked Mr. Bajado if the bid bulletin is still needed even the clarification has already been made during the conference. Mr. Bajado replied that the issuance of the bid bulletin is necessary and will be posted at PhilGEPS.
Ms. Edma	For the SLCC - "any firewall contract related?"	Mr. Talucod (as part of the end-user) responded "yes, any firewall contract related"
Ms. Edma	For the bid submission - "will the hard copy of the bid be acceptable?" or strictly electronic?	Mr. Bajado answered back that bids should be submitted electronically

Ms. Edma	Does the document needed to be certified as True Copy?	Mr. Talucod clarified that the documents should be signed by the authorized signatory instead of the CTC which is required during the Post Qualification Activity.
Ms. Ana Donoga	For the SLCC - "any IT Software related?"	Mr. Talucod answered that the requirement should remain with the "Firewall Contract" related project. Atty. Pacao restated that the contract should reflect "firewall" not any IT software contract related.

After the questions have been answered, Atty. Pacao allowed the bidders to be excused from the Google Meet-conference room. She then instructed the BAC Secretariat on the issuance of the bid bulletin to specify the additional "16 units" in the technical requirements.

The Secretariat, through Mr. De Los Reyes and Mr. Bajado, presented proposed amendment of the end-user in the bid supplement which was approved unanimously by the BAC with the following details:


SECTION / ITEM NUMBER IN THE BID DOCUMENTS	CLARIFICATIONS / AMENDMENTS	
	FROM	TO
Section VII. Technical Specifications	1.5. Uninterruptible Power Supply	1.5. 16 Units of Uninterruptible Power Supply

ANNOUNCEMENTS	<p>Mr. Bajado reminded the BAC on the next BAC activity schedule:</p> <table border="1" data-bbox="534 369 1396 907"> <thead> <tr> <th data-bbox="534 369 981 436">Procurement Activities</th> <th data-bbox="989 369 1396 436">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="534 436 981 638">Post-qualification activity (PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES)</td> <td data-bbox="989 436 1396 638">March 06, 2024, 10:00 AM</td> </tr> <tr> <td data-bbox="534 638 981 795">Pre-procurement Conference - Continuation (PROCUREMENT OF CORN MILL COMBINED RICE MILL...)</td> <td data-bbox="989 638 1396 795">March 08, 2024, 10:00 AM</td> </tr> <tr> <td data-bbox="534 795 981 907">Opening of Bids (PROCUREMENT OF FIREWALL SUBSCRIPTION)</td> <td data-bbox="989 795 1396 907">March 19, 2024, 10:00 AM</td> </tr> </tbody> </table> <p>On the presentation of the results of the Post Qualification Activity, Mr. De Los Reyes commented that the schedule will rely on the submission of the TWG, which the BAC will be informed.</p>	Procurement Activities	Date	Post-qualification activity (PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES)	March 06, 2024, 10:00 AM	Pre-procurement Conference - Continuation (PROCUREMENT OF CORN MILL COMBINED RICE MILL...)	March 08, 2024, 10:00 AM	Opening of Bids (PROCUREMENT OF FIREWALL SUBSCRIPTION)	March 19, 2024, 10:00 AM
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:40 AM.								
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on March 05, 2024 .								
PREPARED BY	 MA. ANTONETTE A. PIMENTEL Member, BAC Secretariat Date: <u>March 06, 2024</u>								

APPROVED



INOCENCIO M. MALAPIT
BAC Member



AUGUSTO SALVADOR P. BALLE
BAC Member



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



RAY R. ELEVAZO, CESE, MNSA
BAC Chairperson