



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 February 16, 2024, 1:00 PM

Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE	
PROJECT	PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2024-2025 WITH CONTRACT NO. CDA-GOODS-2024-01	
APPROVED BUDGET FOR THE CONTRACT (ABC)	The amount intended for the project is NINE MILLION NINE HUNDRED FIFTY EIGHT THOUSAND, NINE HUNDRED EIGHTY-SEVEN PESOS AND EIGHTY-FIVE CENTAVOS (Php 9,958,987.85) being the approved budget for the contract to be sourced from the FY 2024 General Appropriations Act	
ATTENDEES	BIDS AND AWARDS COMMITTEE	
	<ol style="list-style-type: none"> Mr. Ray R. Elevazo Atty. Ma. Lourdes P. Pacao Mr. Inocencio M. Malapit 	Chairperson Vice Chairperson Member
	SECRETARIAT	
	<ol style="list-style-type: none"> Ms. Josie L. Villaver Mr. Elmer A. Bajado Ms. Ma. Antonette A. Pimentel 	Member Member Member
	ADMINISTRATOR ON ELECTRONIC SUBMISSION	
	<ol style="list-style-type: none"> Mr. Ronald G. Rivera Mr. Romaine Niño P. Talucod 	
	TECHNICAL WORKING GROUP	
	<ol style="list-style-type: none"> Atty. James B. Fernandez Ms. Doris D. Teodoro Mr. Angelo S. Bugarin Ms. MaryGrace C. Jaquilmac 	Member Member Member Member

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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	<p>END USERS</p> <ol style="list-style-type: none"> Ms. Janika Vergara-Ong Mr. Bonifacio D. Garcia 															
	<p>OBSERVERS:</p> <ol style="list-style-type: none"> Ms. Estella Salandanan Ms. Irene Chrysanthemum Lim 	<p>COA Representative COA Representative</p>														
<p>NAME OF BIDDER'S REPRESENTATIVES</p>	<table border="1"> <thead> <tr> <th data-bbox="544 712 1034 763">Prospective Bidder</th> <th data-bbox="1034 712 1394 763">Representative</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 763 1034 819">1. ePLDT INC</td> <td data-bbox="1034 763 1394 819">JOANE YANGA</td> </tr> <tr> <td data-bbox="544 819 1034 875">2. SD PUBLICATIONS, INC.</td> <td data-bbox="1034 819 1394 875">KAREN B. MORENO</td> </tr> <tr> <td data-bbox="544 875 1034 972">3. Q SOFTWARE RESEARCH CORPORATION</td> <td data-bbox="1034 875 1394 972">SOCORRO PURIFICACION ORIEL QUENNIE ROSE RANARIO</td> </tr> <tr> <td data-bbox="544 972 1034 1028">4. MAROONSTUDIOS INC.</td> <td data-bbox="1034 972 1394 1028">JENNILYN MONDERO GEROME NEPACENA</td> </tr> <tr> <td data-bbox="544 1028 1034 1084">5. LAQUEST PHILIPPINES</td> <td data-bbox="1034 1028 1394 1084">JARROD RAPHAEL D. MEJIA</td> </tr> <tr> <td data-bbox="544 1084 1034 1180">6. GLOBE TELECOM</td> <td data-bbox="1034 1084 1394 1180">KC TAEZA, JOSEPHINE KOPER</td> </tr> </tbody> </table>	Prospective Bidder	Representative	1. ePLDT INC	JOANE YANGA	2. SD PUBLICATIONS, INC.	KAREN B. MORENO	3. Q SOFTWARE RESEARCH CORPORATION	SOCORRO PURIFICACION ORIEL QUENNIE ROSE RANARIO	4. MAROONSTUDIOS INC.	JENNILYN MONDERO GEROME NEPACENA	5. LAQUEST PHILIPPINES	JARROD RAPHAEL D. MEJIA	6. GLOBE TELECOM	KC TAEZA, JOSEPHINE KOPER	
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<p>CALL TO ORDER</p>	<p>The Pre Bid Conference commenced at 2:00 pm, starting with a prayer led by Mr. Elevazo, the BAC Chairperson. Mr. Bajado of the BAC Secretariat acknowledged the attendees and confirmed that a quorum was reached.</p>															
<p>AGENDA</p>	<p>The presentation of bid documents relative to the PROCUREMENT OF A ONE-YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2024-2025 WITH CONTRACT NUMBER CDA-GOODS-2024-01</p> <p>Mr. Malapit moved for the approval of the sole agendum as presented by the Secretariat, which was duly seconded by Atty. Pacao."</p>															
<p>PRESENTATION OF BID DOCUMENTS</p>	<p>Mr. Bajado continued with the presentation of the bidding documents.</p> <p>No discussion on the Bid Documents</p>															
<p>SECTION I. INVITATION TO BID</p>	<p>Presented the contents of the Invitation to Bid.</p> <p>No discussion</p>															

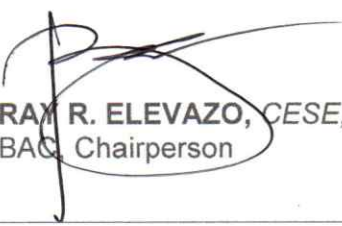
SECTION II. INSTRUCTIONS TO BIDDERS	Presented the contents of the Instructions to Bidders. No discussion
SECTION III. BID DATA SHEET	Presented the contents of the Bid Data Sheet. No discussion
SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the contents of the General Conditions of Contract. No 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	Presented the contents of the Bidding Forms. No discussion
OPEN FORUM	<p>Ms. Joane Yanga, representing ePLDT, asked if there is an existing environment in place. Mr. Talucod responded that the current platform being used is Google Workspace.</p> <p>A follow-up question was then raised, asking for more information about the migration services. Specifically, they wanted to know the number of users, applications, and data volume involved. The response provided by Ms. Ong was that there are 871 users, and in terms of the previous data volume usage, 30 GB for 120 users and 1 TB storage for 723 users.</p> <p>Ms. Yanga had one final question regarding the training requirements. Two trainings were mentioned - End Users training and Trainers training. She asked whether the preference would be one over the other or if both. Ms. Ong responded that both trainings will be required, as well as the conduct of knowledge transfer.</p> <p>Ms. Josephine Koper of Globe Telecom has requested clarification regarding whether the subject matter for migration is currently not in the Google Workspace. In response, Ms. Ong stated that ideally, the</p>

	<p>preference is to migrate it to the same platform, which is the Google Workspace.*</p> <p>Ms. Yanga had one more question regarding certification. It was mentioned there is a need for a professional security cloud engineer. Do you have a preferred technology that is certified? Ms. Ong replied that as long as the certification is approved by Google, it will be acceptable.</p> <p>Mr. Mejia of LaQuest Philippines clarified the relevance of having nine Google Workspace administrators for the renewal of the existing Google Workspace setup. Ms. Ong replied that the current number of administrators was required from the existing provider. He also inquired if there was any possibility to reduce the required number of Google Workspace administrators. However, Ms. Ong later confirmed that the current number of administrators would be maintained.</p> <p>Ms. Taeza of Globe Telecom inquired if bidders need two national and one local agency as existing clients. Ms. Ong clarified that the requirement is national and local government agencies.</p>
ADJOURNMENT	There being no more clarifications, the meeting was adjourned at 2:30 PM
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on February 16, 2024
PREPARED BY	 JOSIE L. VILLAVER Member, BAC Secretariat Date: February 21, 2024

APPROVED	 INOCENCIO M. MALAPIT BAC, Member (not present) AUGUSTO SALVADOR P. BALLE BAC, Member (not present) MILDRED S. ESGUERRA, CPA, MBA BAC, Member
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ATTY. MA. LOURDES P. PACAO
BAC, Vice Chairperson



RAY R. ELEVAZO, CESE, MNSA
BAC, Chairperson