



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND SUPPORT OF AN
ENTERPRISE CONTENT DELIVERY NETWORK FOR NATIONAL GOVERNMENT
PORTAL FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS
TECHNOLOGY (DICT)

BID REF. NO. GPG-B1-2018-313
17 January 2019 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 9:00 A.M.

In attendance are:

FOR PITC BAC-I
Atty. Ma. Victoria C. Magcase, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Christabelle P. Ebriega, Member
Myra T. Alvarez, Member
David A. Inocencio, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
BIDDERS As per attached attendance sheet

FOR PROPONENT – DICT
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the DICT's End-Users.
 - Chair acknowledged the presence of the following prospective Bidders:
 1. ePLDT, Inc.
 2. MyBusybee, Inc.
 3. Sybase
 - Chair informed Bidders that PITC has been tapped by the DICT to undertake this project for them.
 - Invitees are local Information and Communications Technology Solution Provider/Service Integrators for the Supply and Delivery, Installation and Configuration and Support of an Enterprise Content Delivery Network for National Government Portal.
 - Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids at least a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.
- “Similar” contract shall refer to contracts pertaining to the “Supply and Delivery, Installation and Configuration and Support of an Enterprise Content Delivery Network”.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidders at their own good time. What will be discussed in this Pre-Bid conference are the documents that are required to be submitted on Bid Opening Day.

- Chair started to discuss the Envelope System:

- **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
- **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
- **Sealing/arkings** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Chair's Instructions
SEC/DTI Registration Certificate	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietorship a copy of valid and current DTI business registration valid and current.; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.	<p>Bidders to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance issued by the Accounts Receivable Monitoring Division of the BIR.</p> <p>Chair informed the Bidders that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2017 and 2016	<p>Submission will be the 2017-2016 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>In lieu of the above eligibility documents, Bidders can submit their valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p>

	<p>Should there be any documents that has expired already, i.e. its Tax Clearance, Bidders should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case the Bidders submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017 AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages.</p> <p>Chair emphasized that any documents that have expired, Bidders must submit the updated one on Bid Opening day.</p>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • Bidder's to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>Annex I-A Statement of Single Largest Contract of similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <p>A form is provided for as Annex II.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidders to supply the necessary details as required. A formula is already provided for the bidder to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p> <p><u>For CLC</u></p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a Local Commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A.</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><u>Technical Documents</u></p>	<p><u>Chair 's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>Bid Securing Declaration.</p>

	<ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • A Bank Draft / Bank Guaranty or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Bidders will opt for a Surety Bond, Bidders has to submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Chair advised Bidders to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p> <p>The fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Annex V-A Technical Bid Form (10 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidder. <p>Chair reminded Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the Technical Specifications.</p>
<p>Annex V-B Terms of Reference (7 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochures/ Technical Data Sheets</p>	<ul style="list-style-type: none"> • Bidders to submit a Product Brochures with a description of the relevant products and services.
<p>Valid and Current Certificate of Distributorship/Resellership/Dealership</p>	<ul style="list-style-type: none"> • Bidders to submit a Valid and Current Certificate of Distributorship/Resellership/Dealership issued by

	<p>manufacturer/developer of the system. If the certificate is not issued by the manufacturer/solutions provider of the platform. The certificate must cover all components of the platform.</p>
Valid and Current Licenses or Certification	<ul style="list-style-type: none"> • Submission is a Valid and Current Licenses or Certification: <ol style="list-style-type: none"> a. Certification of General Data Protection Regulation (GDPR) Compliance in the name of the manufacturer/solution provider b. Certification of ISO/IEC 2002 Compliance in the name of the manufacturer/solutions provider
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that the Bidders has a good record with their client. As such, Bidders has to go back to the client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the Bidders Single Largest Completed Contract Client.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Once again, Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
Annex VII Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidders to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p>

	<p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and notarized.</p>
ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)	<p>Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

- Chair reminded that Bidders must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Regarding the forms, there is a header of the PITC, can we omit that?	
	Yes, you can. Some people retain it, and its fine. If you cannot retype if you can scan it in your letterhead. However, for the TOR and TBF, both cannot be retyped.
Regarding the schedule for the last day to send questions?	
	Please write us on or before 21 January 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 31 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website www.pitc.gov.ph . Note: Maximum size of email with attachment is six (6) mb only.
	Chair: We have scheduled the Bid-Opening on January 31, 2019, but we might move just a little later because we have an activity on that day. We will announce the change of the schedule through a Bid-Bulletin. Please check once in a while the PhilGEPS and our website for any announcement for the schedule.
	If there is going to be any imported components to this project, goods from Foreign sources, there is going to be a requirement of Countertrade if it is going to reach US\$1 Million. For those interested a briefing will be conducted in the 4th floor conference room after the Pre-Bid Conference.
Okay, Ma'am.	
	Anything else?
None, Ma'am.	
	Thank you very much.

Adjourned at 10:00 AM.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
Head, BAC-I Secretariat
KDC

APPROVED BY:


ATTY. MA. VICTORIA C. MAGCASE
Chairperson, BAC-I 



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2018-313)

SUPPLY AND DELIVERY OF AN ENTERPRISE CONTENT DELIVERY NETWORK

FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)

17 January 2019, 9:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) I - [GOVERNMENT PROCUREMENT GROUP PROJECT]

Regular Members

Gender

Signature

- 1) Atty. Ma. Victoria C. Magcase F (Chairperson)
- 2) Atty. Ma. Gudelia C. Guese F (Vice Chairperson)
- 3) Christabelle P. Ebriega F (Member)
- 4) Myra Chikella T. Alvarez F (Member)
- 5) David A. Inocencio M (Member)
- 6) Mario M. Leygo M (Alternate Member)
- 7) Asec. Alan S. Cabanlong M (Provisional Member)
- 8) Juli Ana E. Sudario F (Alt. Prov. Member)

End-Users

- 1) Stephanie S. Azarias F TWG Member
 - 2) Janine Grace A. Germino F TWG Member
 - 3) _____
 - 4) _____
 - 5) _____
 - 6) _____
 - 7) _____
- Account Officer**
- 1) Rhoneil O. Bautista M
 - 2) _____

Technical Working Group

Gender

Signature

- 1) Elena E. Romero F (Team Coordinator)
- 2) Maria Victoria S. Castillo F (Member)
- 3) Jacky C. Crispino M (Member)
- 4) Maria Eda I. Maningat F (Member)
- 5) Marliou C. Bernal F (Member)
- 6) Verna Liza DV. Maramot F (Member)
- 7) Rhoneil O. Bautista M (Member)
- 8) Kriss Ann S. Hizon F (Member)
- 9) Mary Ann M. Valencia F (Member)
- 10) Erika April Guycoa F (Member)
- 11) Katrina B. Alba F (Member)
- 12) Jinky C. Apollinar F (Member)

Secretariat

- 1) Ma Veronica A. Morales F (Head) *KDC*
- 2) Jane C. Arcilla F (Member)
- 3) Ana DG. Asprec F (Member)
- 4) Ma Teresa S. Elima F (Member)
- 5) Mirasol S. Ninobla F (Member)
- 6) Ma. Irissa G. Ordillano F (Member)

Observer/s

- 1) _____ (COA)
- 2) _____



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project : SUPPLY AND DELIVERY OF AN ENTERPRISE CONTENT DELIVERY NETWORK FOR THE DICT

Bid Reference No. : GPG-B1-2018-313

Time / Date & Venue : 17 January 2019, 9:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

NO ID - NO ENTRY
 For Company Personnel
 • Valid Company ID with picture and signature
 For Individuals (Not representing any Company)
 • Any valid government-issued ID with picture and signature

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
1	WFO CRASHO JERMINIE JULIA PRYD MONTANES	M F M	WFO CRASHO 3F LUGSIN Bldg. MORAN AVENUE COR BRAGA MARIAN CITY	09486668295	juliana@wfo.com		8:46	
2	NOEMI ERGAMA	F	NOEMI ERGAMA INC. C7 Bldg. Wala P. Gonzales Lungsod ng Marikina City	(02) 971-9232	noemi.ergama@noemi.com		8:50am	
3	ANIEL OMBI JOHNE ENFERNO	F F	SYRICE ASIO PRESTIGE TOWER DISTRICT ROAD MARIKINA CITY	09153060208 09153060208 6903	anibel@syrice.com johnen@syrice.com		9:10AM	