



**Philippine International Trading Corporation**  
**BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE**  
**SUPPLY AND DELIVERY, INSTALLATION AND CONFIGURATION OF NOSQL**  
**ADVANCED SECURITY ADD ON FOR THE DATA WAREHOUSE COMPONENT OF**  
**THE GOVERNMENT COMMON PLATFORM FOR THE DEPARTMENT OF**  
**INFORMATION COMMUNICATIONS TECHNOLOGY (DICT)**

**BID REF. NO. GPG-B1-2018-455**  
 15 January 2019 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 10:00 A.M.

In attendance are:

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

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the Supply and Delivery, Installation and Configuration of NoSQL Advanced Security Add On for the Data Warehouse Component of the Government Common Platform for the DICT. Afterwhich, Chair introduced the BAC Members and the DICT’s End-Users.
- Chair acknowledged the presence of the following prospective Bidders:
  1. Marklogic Phils. Corp.
  2. Beacon Solutions, Inc.
  3. Sagesoft Solutions, Inc.
  4. ePLDT, Inc.
- 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 of NoSQL Advanced Security Add On for Data Warehouse Component of the Government Common Platform.
- 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 of NoSQL Advanced Security Add On”.

- 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>Chair's Instructions</u></b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> 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>



<b>Annex V-B</b> Terms of Reference (4 pages)	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
Product Brochures	<ul style="list-style-type: none"> <li>• Bidders to submit a Product Brochures with a description of the relevant products and services. Chair requested the DICT representatives to specify the items that they would require brochures. The clarifications on this will be through a Bid Bulletin.</li> </ul>
Valid and Current Certificate of Distributorship/Resellership/Dealership	<ul style="list-style-type: none"> <li>• Bidders to submit a Valid and Current Certificate of Distributorship/Resellership/Dealership issued by manufacturer/developer of the system. If the certificate is not issued by the manufacturer/developer, Bidder must also present an appropriate document showing the relationship between the manufacturer/developer and the issuing company.</li> </ul>
Copy of Standard Level of Agreement (SLA)	<ul style="list-style-type: none"> <li>• Submission is a Copy of Standard Level of Agreement (SLA).</li> </ul>
<b>Annex VI</b> 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"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>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.</li> </ol> <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>
<b>Annex VII</b> 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>
<p><b>ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)</b></p>	<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:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
<p>Regarding the Bid Securing Declaration, do you require project specifics?</p>	
	<p>Yes, it does say the project specifics. Because the form already puts the title. You have to use it. We allow Bidders to scan this but don't forget to have it signed by the authorized representative and notarized.</p>
<p>Okay Ma'am.</p>	
<p>Regarding the Technical Bid Form, on the compliance sheet on the 3<sup>rd</sup> item. Bidder did not participate as a consultant in the preparation of the design or technical specification of the Goods subject of the Bid. If this is already an existing NoSQLM. If I would be join, will it be consider I am the consultant because I have an existing NoSQLM project (Chair interrupted Bidder and replied)</p>	
	<p>No, a consultant is person who help DICT craft the Terms of Reference is considered a consultant.</p>
<p>The principal po ba is a consultant?</p>	
	<p>No, the principal is not a consultant. The consultant is somebody who has an influence on DICT so far as crafting in</p>

	the Terms of Reference. It is Conflict of Interest. Ikaw na nga gumawa ng Terms of Reference ikaw pa ang mag paparticipate. It is not for us, it is part of the law. Anybody who had a hand in crafting the Terms of Reference of a project cannot join.
Yes, Ma'am.	
The valid and current Certificate of Distributorship/Resellership/Dealership issued by the manufacturer/developer has to be original?	
	It doesn't have to be original, can even be an email. The Bid Securing Declaration has to be the original but the other can be email. We will validate it anyway during postqual.
Yung schedule ba when supposed likely Notice to Proceed?	
	We don't give that to you. There is a long process before that. After Bid Opening we have the Bid evaluation which it about 7 days. Bid evaluation is only for us to check the completeness of your documents. After that, we will issue the Notice of lowest calculated bid to the lowest Bidder. Then from there they will submit documents for postqual purposes. Sometimes postqualifications can take a while because we will validating all your submission, including your distributorship agreements. We wanna make sure that is not fraudulent or fake. Especially for dealing with companies abroad the reply is slow. After postqual, we have the recommendation of Committee for award. Notice to Proceed comes so much later. We tried to follow the timelines giving by the law as far as award is concern. We cannot tell you at this point in time when the NTP is concern will it take.
Is sixty (60) days possible?	
	Sometimes it also depends on how long.
My question is it possible, if everything is perfect?	
	In a perfect situation anything is possible. But even the back and forth between DICT and PITC Sometimes takes time, the feedback mechanism. Remember it is not just PITC who will do it alone.
As you said on all previous negotiation there was some offer of a similar product exactly the same price was going to be given as part of the bond if it is awarded January 31. If I'm going to ask some extension from my principal it is obviously 5 days. Is it allow in the Bidding that this product will be given free of charge if it's awarded the contract?	
	No, your bid has to be firm.
The additional product will be given free of charge if an award is made within a given timeline.	
	You don't need to put it in the bid. If you awarded the project during the contract signing stage, you can add that already, you don't feel obligated to put something that is dependent on the certain situation. Let's just wait until you're awarded.

Yes, the additional.	<p>Yes. If you have any clarification/s with our requirements 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 <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>.</p> <p>Note: Maximum size of email with attachment is six (6) mb only.</p>
	Anything else?
None, Ma'am.	
	Thank you very much and good luck.

- The Bid Opening is scheduled on 31 January 2019.

Adjourned at 11:00 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-B1-2018-455)**

PROCUREMENT OF SUPPLY AND DELIVERY OF NOSQL ADVANCED SECURITY ADD ON FOR THE DATA WAREHOUSE COMPONENT OF THE GOVERNMENT  
 COMMON PLATFORM FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)  
 15 January 2019, 10:00 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 I**

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	
2) Atty. Ma. Gudelia C. Guese	F	
3) Christabelle P. Ebriega	F	
4) Myra Chitella T. Alvarez	F	
5) David A. Inocencio	M	
6) Mario M. Leygo	M	
7) Asec. Allan S. Cabanlong	M	
8) Juli Ana E. Sudario	M	
<b>End-Users</b>		
1) Stephanie S. Azarias	M	
2) Janine Grace A. Germino	M	
3) Jonathan G. Navona	M	
4) MARICHE PERAL ORDENZA	F	
5) RITA VERENE MAAVILLA	F	
6)		
7)		
<b>Account Officer</b>		
1) Rhonell O. Bautista	M	
2)		

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	
2) Maria Victoria S. Castillo	F	
3) Jacky C. Crispino	M	
4) Maria Eda I. Maningat	F	
5) Mariou C. Bernal	F	
6) Verna Liza DV. Maramot	F	
7) Rhonell O. Bautista	M	
8) Kriss Ann S. Hizon	F	
9) Mary Ann M. Valencia	F	
10) Erika April Guycoa	F	
11) Katrina B. Alba	F	
12) Jinky C. Apollinar	F	
<b>Secretariat</b>		
1) Ma Veronica A. Morales	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Elima	F	
5) Mirasol S. Ninobla	F	
6) Ma. Irissa G. Ordillano	F	
<b>Observer/s</b>		
1)		
2)		

(COA)





# 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 : PROCUREMENT OF SUPPLY AND DELIVERY OF NOSQL ADVANCED SECURITY ADD ON FOR THE DATA WAREHOUSE  
 COMPONENT OF THE GOVERNMENT COMMON PLATFORM FOR THE DICT

Bid Reference No. : GPG-B1-2018 455

Time / Date & Venue : 15 January 2019, 10:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

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

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 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	BERNARD YU	M	MANUEL LOUIS DAHLGREN CORP / 17F, 6750 ANAKA AVE, MAKATI	09178622244	bernard.yu@manueldahlgren.com		9:55	
2	ANNE MARIQUE M. ESCALANTE	F	PEARLIN SOLUTIONS, INC 324 CORPORATE 101 BLDG MARIQUE IGONCIEL BUILDING BAYVIEW CITY	09136906609	anne.escalante@pearlin.com		9:55	
3	BENSON CRUZ	M	SAGE SOFTWARE SOLUTIONS, INC #10 JAFFE PLAZA GINEBRAHUA SARAY	09454615004	benzen.cruz@sage.com		9:53	
	CHRISTINE SARSONAS	M	BEACON SOLUTION, INC 314 CIPROGAS 101 BLDG NOV TIGNAQA AVE, QUEZON CITY	090552074995	csarsonas@beacon.com		9:53	

