



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND MANAGEMENT OF
APPLICATION DELIVERY CONTROLLER SYSTEMS FOR THE DEPARTMENT OF
INFORMATION COMMUNICATIONS TECHNOLOGY (DICT)**

**BID REF. NO. GPG-B1-2019-140
22 February 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:00 P.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 leave)	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
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. Computrade Technology Phils.
 2. Accent Micro Technologies, Inc.
 3. Exakt IT Services, Inc.
 4. Nexus Technologies, Inc.
- Chair informed Bidders that PITC has been tapped by the DICT to undertake this project for them.
- Invitees are local Information and Communication Technology Solution Provider / Service Integrators for the Supply, Delivery, Configuration, Installation and Management of Application Delivery Controller Systems.
- 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 contract pertaining to “Supply and Delivery of Application Delivery Controller Systems”.
- 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/markings** 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

<u>Class "A" Eligibility Documents</u>	<u>Chair's Instructions</u>
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>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> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</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>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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>
<u>Technical Documents</u>	<u>Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">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 Technical Bid Form</p>	<p>As the Technical Bid Form 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-A Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Brochures, Manuals and/or Data Specification Sheets</p>	<ul style="list-style-type: none"> • Submission is Brochures, Manuals and/or Data Specification Sheets of the Modular Application Delivery Controller System and Application Delivery Controller System.
<p>Valid and Current ISO Certification</p>	<ul style="list-style-type: none"> • Bidders to submit a Valid and Current ISO Certification in the name of the manufacturer of Application Delivery Controller System issued by an independent certifying agency. The ISO Certification must cover the manufacturer/design or production of the item being bid for,
<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 manufacturer of the Modular Application Delivery Controller System and Application Delivery Controller System. If the certificate is not issued by the manufacturer, Bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.
<p>Annex VI Certificate of Performance Evaluation</p>	<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>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</p>

The details are there. For example, the rating is there but the form is different.	
	The rating is either Excellent, Very Satisfactory, Satisfactory or Poor, but the parameters for which your being rated VS are must contain the wordings; timely delivery, compliance to specifications, performance, warranty and after sales service. If they have their own version it has to have all of those parameters otherwise it will fail kung kulang ng isang parameter but your rating should not be less than Very Satisfactory. We're giving you this form because it is easier for you because it is standard and common to everybody. We want you to be rated in accordance with the common set of parameters.
Thank you.	
You already have an existing F5? We just want to know if the status is already implemented or already in production. What are the used cases for those?	
	DICT: Yes, we have an existing F5. It is already in production. The used case will be used for web hosting for government website.
Recently purchased lang po bay un Sir?	
	DICT: No Sir, matagal na po siya.
Yung Modular Application na existing ilan na po kaya? Is it for renewal?	
	DICT: For renewal na siya this year yung existing Modular Application.
Ano po yung direction for the existing Modular Application? Do you need to extend the warranty?	
	DICT: Yes, Sir. We will be renewing the production.
Is it alright yung vendor pwedeng mag-propose ng additional as a replacement for the existing?	
	DICT: It would be difficult to replace, kasi production na kasi siya.
As you mentioned like 5 units, 1 is for the pair of the existing. Can we offer to match the existing and offer a different brand for the other 4 units?	
	DICT: It's also difficult to change the configuration in our existing in order to adopt your proposed hardware or solution, so it's a NO.
So this will be just for the F5?	
	DICT: Yes, Sir.
Okay, Sir.	
	Please write us on or before 08 March 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.
Okay, Ma'am. Thank you.	
	Thank you very much.

- The Bid Opening is scheduled on 19 March 2019.

Adjourned at 3:00 P.M.

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-B1-2019-140)
 SUPPLY, DELIVERY, CONFIGURATION, INSTALLATION AND MANAGEMENT OF APPLICATION DELIVERY CONTROLLER SYSTEM
 FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)
 22 February 2019, 2:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) / GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members

- | 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 Chitella T. Alvarez | F | (Member) |
| 5) David A. Inocencio | M | (Member) |
| 6) Joel S. Rodriguez | M | (Alternate Member) |
| 7) Asec. Alan S. Cabanlong | M | (Provisional Member) |
| 8) Juli Ana E. Sudario | F | (Alt. Prov. Member) |

End-Users

- | | | |
|--------------------------|---|-------------------------|
| 1) Arvin Clark D. Flores | M | Technical Working Group |
| 2) Angel V. Sobrepaña | M | Technical Working Group |
| 3) Terry Bumbolo | M | " |
| 4) Philippe Page | M | Technical Working Group |
| 5) Darinn Germino | F | TWG |
| 6) _____ | | |

Account Officer

- | | | |
|------------------------|---|--|
| 1) Rhonell O. Bautista | M | |
| 2) _____ | | |

Technical Working Group

- | 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) Mariou C. Bernal | F | (Member) |
| 6) Verna Liza DV. Maramot | F | (Member) |
| 7) Rhonell 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) |
| 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, DELIVERY, CONFIGURATION, INSTALLATION AND MANAGEMENT OF APPLICATION DELIVERY CONTROLLER SYSTEM FOR THE DICT

Bid Reference No. : GPG-B1-2019-140

Time / Date & Venue : 22 February 2019, 2:00 P.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	BIDDER'S SIGNATURE
1	Laudemar S. Pungzalan	M	Computer Technology Phils. 1200s BPO Equipto Center Salcedo de Power Village	0917 637441	laudemar.pungzalan@computeradvisors.com.ph		1:50	
	Carla F. Ujar	M	COMPUTERS TECHNOLOGY PHILS. 2002 BPO EQUIPTO CENTER PASSED PERMITS MAKATI	0927 799883	CARLA ALLIANCE @COMPUTERADVISORS		1:50	
2	MARIBETH DJ	F	AGENT MICRO TECHNOLOGIES, INC. 9th Floor, East Tower, PSG Bldg. Ortigas Pasig City	09356378192	maribeth.dj@amti.com.ph		1:53	
3	Angel Ong JANE EPIFRAN	F	EXACT IT SERVICES INC. 8510 Prentiss Tower F. Ortigas and Quezon City Quezon City	0925 307 0785	angel@exact.com.ph		1:53	
4	REGIE FANB DRET ROY	M	NEXUS TECHNOLOGIES INC GIE DEN PERLO BLDG 14 AMOROSO ST MAKATI	0977 811 6016 09088826791	nexus@nexusstech.com.ph rm@nexusstech.com.ph		1:54	



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, DELIVERY, CONFIGURATION, INSTALLATION AND MANAGEMENT OF APPLICATION DELIVERY CONTROLLER SYSTEM FOR THE DICT

Bid Reference No. : GPG-B1-2019-140

Time / Date & Venue : 22 February 2019, 2:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PTTC)
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	BIDDER'S SIGNATURE
5	NORMANNO R. ROSA	M	UPPER CITY PHILIPPINE / TAYALIC 147 Nef Cube Bldg. 3rd. flr. Pbc, Taguig City	09175173355	normanno.rose@upcity.com			
6	Steven Panzon CONSTANCIA BAWTISTA	M F	Microgenisis Business System Pamagor Plaza, Mandaluyong City	09173176105 6587606 09399142396	stevan.panzon@microgenisis.com.ph connie.bawtista@microgenisis.com.ph			
7	DEANUS MEDINA		PLDT INC. OF PDR WED BLK. DELA ROSTA ST. MARKET CITY	09189097682	osmedina@pldt.com.ph		2:14	
8	EMMARSON DIMAPILIS	M	Insiston Solutions Philippine, Chino Road, Marikina City	09239190807	emmarson.dimapilis@insiston.com		2:16	