



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
 PROCUREMENT OF MAINTENANCE OF CYBER SECURITY SOLUTION FOR THE
 BUREAU OF CUSTOMS (BOC)
BID REF. NO. GPG-B1-2020-060 Rebid
 03 January 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:20 A.M.

In attendance are:

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

FOR PROPONENT – BOC
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, Alternate Provisional Member, MGen Job S. Yucoco and the End-User’s representatives from BOC.
- Chair informed the Bidders that PITC has been tapped by the BOC to undertake this project for them.
- Chair acknowledged the presence of the following prospective Bidders present in this Pre-Bid Conference; namely:
 1. Nexus Technologies, Inc.
 2. Information Technology Security Distribution, Inc.
 3. Micro D International, Incorporated
- Invitees are eligible FireEye Cyber Security Solutions Provider for the Procurement of Maintenance of Cyber Security Solution for the Bureau of Customs.
- Chair informed that to be able to participate in this bid project, a prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

“Similar” contract shall refer to contracts pertaining to the Maintenance of FireEye Cyber Security solutions with appliances for at least one (1) year.
- 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/Marings** 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 must submit their 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 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 2018 and 2017	<p>Submission will be the 2018-2017 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>If a Bidder is already a PhilGEPS Platinum Member they can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex I-A of the certificate has expired Bidders must submit the valid and current one.</p>

	Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	Chair's instructions to the Bidders with respect to this document is: <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
Annex I-A Statement of Single Largest Completed Contract of similar nature within the last ten (10) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the item being bid.	<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)
Annex II Net Financial Contracting Capacity (NFCC)	<u>For NFCC</u> A form is provided for as Annex II; 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. The NFCC must be at least be equal to the ABC of the project.
Annex II-A Committed Line of Credit (CLC)	<u>For CLC</u> 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. A sample form is provided for as Annex II-A. Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.
Annex III Class "B" Document: (For Joint Venture)	Since Bidders will not enter into a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in page 35-36.

<u>Technical Documents</u>	<u>Chair's Instructions</u>
Annex IV Bid Security	Chair enumerated the types of Bid Security acceptable to PITC. These are: Bid Securing Declaration. <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, The 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 the 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) (vi) (c) (c.) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Annex V (2 pages) Technical Bid Form</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 Bidders. <p>Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
<p>Annex V-A (3 pages) Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Annex V-A1 (6 pages) Service Level Agreement of BOC</p>	
<p>Certification from FireEye Corporation</p>	<ul style="list-style-type: none"> • Submission is a Certification from FireEye Corporation that the Service Provider/Bidder is a duly-certified partner of FireEye Corporation for the past three (3) years.
<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</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 Satisfactory.

Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.

Bidder's Query/Clarifications	Committee's Reply
Our client has their own format. They're asking if it's okay to use their format but the details, name and the rating is there, yung format lang mismo.	
	What is important to us is for the Certificate of Performance Evaluation to also indicate the criteria on which you're being evaluated, because we have specific parameters here. Like, a timely delivery and compliance to Specifications, Performance, Warranty and Aftersales. You should also ask them to indicate those in their format if they will insist on their format.
Okay, Ma'am. Thank you.	

Proof of Authority of the Designated Representative

Submission of a Proof of Authority of the Bidder's Authorized Representative/s:

- a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney.
- b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.

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.

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.

Annex VII
Omnibus Sworn Statement (OSS)

Chair informed that the OSS is standard in all government biddings.

Chair advised Bidders to use the form that PITC provided in this Bidding Document.

	<p>The form must be copied verbatim. But to be sure that nothing is missed out, 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. The last page must be signed by the authorized representative and notarized.</p>
<p>ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)</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.</p>

- Chair also reminded that the 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
No reply from the Bidders.	Any question?
	If none, please review your documents well.
	Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference. Thank you.
Thank you, Ma'am.	

OTHER MATTERS:

- Chair stated that the Bidders should write all their queries/concerns to the BAC Chair which may be sent through email or fax. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.

Deadline for Questions/clarifications will be on 10 January 2020.

Note: Maximum size of email with attachment is six (6) mb only.

- Bidders were also advised that any changes in the documents the Committee will issue a Bid-Bulletin and Bidders have to use the revised forms which will be put in the Bid-Bulletin.
- The Submission and Opening of Bids is scheduled on 21 January 2020 (11:00AM). Bidders were advised to submit their bids before 11:00 AM. The BAC Secretariat will not accept late bids.

Adjourned at 11:00 A.M.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-060)
PROCUREMENT OF MAINTENANCE OF CYBER SECURITY SOLUTION FOR THE BUREAU OF CUSTOMS (BOC)
 03 January 2020, 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

Regular Members

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	
2) Atty. Ma. Gudelia C. Guese	F	
3) Myra Chitella T. Alvarez	F	
4) David A. Inocencio	M	
5) Joel S. Rodriguez	M	
6) Irene G. Alayon	F	
7) Atty. Mizell Arthur R. Magdaong	M	
8) OIC Deputy Commissioner Donato B. San Juan	M	
9) Mgen Job S. Yucoco (Ret.)	M	

End-Users

1) Patrick Errol C. Espallardo	M	
2) Raquel G. De Jesus	F	
3) _____		
4) _____		
5) _____		
6) _____		
Account Officer		
1) Jinky C. Apollinar	F	
2) _____		

Technical Working Group

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	
2) Katrina B. Alba	F	
3) Jinky C. Apollinar	F	
4) Rhonell O. Eautista	M	
5) Maria Victoria S. Castillo	F	
6) Jacky C. Crispino	M	
7) Erika April C. Guycoa	F	
8) Kriss Ann S. Hizon	F	
9) Fe B. Irene	F	
10) Maria Eda I. Maningat	F	
11) Verna Liza DV. Maramot	F	
12) Gel Cyrell Y. Tallada	F	
Secretariat		
1) Ma Veronica A. Morales <i>KJC</i>	F	
2) Jane C. Arcilla	F	
3) Ana DG. Aspreo	F	
4) Ma Teresa S. Elima	F	
5) Mirasol S. Ninobla	F	
6) Ma. Trissa G. Ordillano	F	
Observers		
1) _____		
2) _____		

(COA)



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

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

PRE-BID CONFERENCE

Name of Project : PROCUREMENT OF MAINTENANCE OF CYBER SECURITY SOLUTION FOR THE BUREAU OF CUSTOMS (BOC)

Bid Reference No. : GPG-B1-2020-060

Time / Date & Venue : 03 January 2019, 10:00 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	BIDDER'S SIGNATURE
1	ROBERTO ROY	M	NEXUS TECHNOLOGIES, INC. / NEXUS TECHNOLOGIES, INC. MAYKAT / MARIKATA	02595 2400	Mr. Robert Roy		9:35 am	[Signature]
	ERIS UNGSON	F	NEXUS TECHNOLOGIES, INC. MAYKAT, MARIKATA AVE.	09175 305 201	eris.ungson@nexus.tech.com.ph		9:35 am	[Signature]
	Anthony Arrop	M	Information Technology ^{services} Distributors Metroplink Ave. Makati	09159856199	Anthony.arrop@etdhi.com.ph		9:35 am	[Signature]
2	Grace Pison	F	MICRO D INTERNATIONAL MDI - BGC - MD Tower 10th Floor Building 1001	092253884050	grace.pison@mdi.com.ph		9:35 am	[Signature]
	X Ric Baccani	M	MDI - BGC					[Signature]

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act.

PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.

Left PITC before start of the bid 1/3/2020 10:35 am