



	<p>Ms. Judith Mape  Ms. Gellie Peregrino  Ms. Alice Reyes  Mr. Randy Contreras  Ms. Ling Gonzales  Mr. JC Amistad  Ms. Gianne Dorola  Ms. Jeannie Julia  Ms. Lorna Galula  Ms. Taye Halog  Ms. Tricia Reyes</p>	<p>Advance Solutions, Inc.  GOCOM Systems and  Solutions Corporation  American Technologies Inc.  American Technologies Inc.  American Technologies Inc.  American Technologies Inc.  ePLDT, Inc.  ePLDT, Inc.  Microbase Inc.  Microbase Inc.  Microbase Inc.</p>
<b>CALL TO ORDER</b>	<ul style="list-style-type: none"> <li>• The pre-bid conference started at 9:35 a.m. which was presided by the Chairperson.</li> <li>• RD. Conrado G. Bares, BAC Chairperson, acknowledged the presence of the BAC members, BAC Secretariat, TWG, representatives from the COA and the prospective bidders.</li> <li>• RD. Conrado G. Bares stated that there is a quorum considering there are five (5) members present in the meeting, out of five (5) regular composition of BAC members.</li> </ul>	

**DISCUSSIONS**

<b>PUBLICATION OF THE INVITATION TO BID</b>	<p>PD Ueda stated that there is no need to publish the Invitation to Bid (ITB) in the newspapers of general circulation pursuant to Section 21.2.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184. The ITB was published in the website of the Philippine Government Electronic Procurement System (PhilGEPS) on 26 November 2018 and was also posted in the TESDA Website and its Bulletin Board on the same day.</p>	
<b>LETTER TO OBSERVERS</b>	<ul style="list-style-type: none"> <li>• RD. Conrado G. Bares stated that the following eleven (11) observers were formally invited: <ol style="list-style-type: none"> <li>1. Coalition against Corruption</li> <li>2. Commission on Audit</li> <li>3. Confederation of Filipino Consulting Organizations</li> <li>4. Department of Justice</li> <li>5. Philippine Chamber of Commerce and Industry</li> <li>6. Philippine Constructors Association</li> <li>7. Philippine Institute for Supply Management</li> <li>8. Philippine Institute of Certified Public Accountants</li> <li>9. Philippine Institute of Civil Engineers</li> <li>10. Philippine Jesuit Prison Service</li> <li>11. Research Center on Culture, Education and Social Issues</li> </ol> </li> </ul>	

	<p>He added that only the Commission on Audit attended the pre-bid conference.</p> <ul style="list-style-type: none"> <li>Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, mentioned that abovementioned offices duly received their respective invitations. Likewise, no bidder purchased the Bidding Documents.</li> </ul>								
<b>GENERAL REQUIREMENTS FOR THE GOVERNMENT PROCUREMENT OF GOODS</b>	Ms. Dela Rama presented the general requirements for the government procurement of goods.								
	<table border="1"> <tr> <td>Purpose of the Pre-Bid Conference</td> <td> <ol style="list-style-type: none"> <li>To clarify and address bidder's questions on the different aspects of the procurement at hand; and</li> <li>For bidders to fully understand the requirements.</li> </ol> </td> </tr> <tr> <td>Bidder's Eligibility</td> <td> <p>Legal Eligibility shall include documents that will prove the legal capacity of the bidder.</p> <p>Technical Eligibility shall include all documents appertaining to the technical capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' financial capability.</p> </td> </tr> <tr> <td>PhilGEPS Certificate of Registration in Platinum Membership</td> <td>The updated Certificate of Registration has to be submitted including the attached Annex "A" of the said certificate. Eligibility documents stated in Annex "A" of the certificate should be submitted to TESDA during post-qualification.</td> </tr> <tr> <td>Statement of Single Largest Completed Contract similar to the Contract to be bid</td> <td> <p>ITB Clause No. 5.4 states that the Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract for each lot shall refer to: any contract for Supply, Delivery, Configuration and Installation of Servers and Application Delivery Controller.</p> </td> </tr> </table>	Purpose of the Pre-Bid Conference	<ol style="list-style-type: none"> <li>To clarify and address bidder's questions on the different aspects of the procurement at hand; and</li> <li>For bidders to fully understand the requirements.</li> </ol>	Bidder's Eligibility	<p>Legal Eligibility shall include documents that will prove the legal capacity of the bidder.</p> <p>Technical Eligibility shall include all documents appertaining to the technical capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' financial capability.</p>	PhilGEPS Certificate of Registration in Platinum Membership	The updated Certificate of Registration has to be submitted including the attached Annex "A" of the said certificate. Eligibility documents stated in Annex "A" of the certificate should be submitted to TESDA during post-qualification.	Statement of Single Largest Completed Contract similar to the Contract to be bid	<p>ITB Clause No. 5.4 states that the Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract for each lot shall refer to: any contract for Supply, Delivery, Configuration and Installation of Servers and Application Delivery Controller.</p>
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		The form for this statement can be found as Annex "E" under Section VIII. Bidding Forms of the Bidding Documents.
	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	<p>The total value of the contracts under this form is one of the values needed in the computation of the NFCC.</p> <p>The form for this statement can be found as Annex "E-1" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Net Financial Contracting Capacity (NFCC)	The values to be used in computing the NFCC will be lifted from the Audited Financial Statements stamped "received" by the Bureau of Internal Revenue. In lieu of the NFCC, the bidder can submit a committed line of credit (CLC) issued by a universal or commercial bank whose value must be ten percent (10%) of the Approved Budget for the Contract (ABC).
	Joint Venture Agreement (JVA)	The form for the JVA can be found in Annex "E" of the Bidding Documents.
	Bid Security	<ul style="list-style-type: none"> <li>• Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC) - Php203,262.01</li> <li>• Surety Bind callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of the ABC) - Php508,155.03</li> <li>• Bid Securing Declaration pursuant to Government Procurement Policy Board (GPPB) Resolution No. 03-2012</li> </ul>
	Competent Evidence of Identity per Amended Section 12 (a) of Rule li of the 2004 Rules of Notarial Practice	The Bidder should be presenting one (1) current identification document issued by an official agency bearing the photograph and signature of the individual. The Community Tax Certificate/Cedula is not acceptable.
	Documents required during the Bid Opening	<p>First Envelope</p> <ol style="list-style-type: none"> <li>1. Authority of Signatory</li> <li>2. PhilGEPS Certificate;</li> </ol>

		<p>3. Statement of Single Largest Completed Contracts;</p> <p>4. Statement of All On-Going including Awarded but not yet Started Contracts;</p> <p>5. NFCC or Credit Line;</p> <p>6. JVA if applicable;</p> <p>7. Bid Security;</p> <p>8. Statement of Compliance with the Delivery Schedule;</p> <p>9. Statement of Compliance with the Technical Specifications; and</p> <p>10. Bidder's Omnibus Statement.</p>
	Documents required during the Bid Opening	<p>Second Envelope</p> <p>1. Financial Bid Form</p>
	Omnibus Sworn Statement	The form specified in the Bidding Documents should be used and to be accompanied with the Board Secretary's Certificate granting power to representative/s.
	Copy of the official receipt for the purchase of the bidding documents	This is required to give essence to the basic rule that only bidders who bought bidding documents shall be eligible to participate in the process.
	Marking and Packaging Suggestions	<p>There will be one (1) original and three (3) copies of the first and second components of the bid. The copies must contain the same documents of the original set. However, if the bid security is in a form of cash or manager's check, there is no need to attach another set to the copies of the Bidding Documents. Any omission of document in the copies shall be a ground for the bidder's disqualification or ineligibility to bid.</p> <p>The Bidding Documents of the Bidder has to be packed in one (1) envelope or one (1) package.</p>
	Documents to be submitted by the Lowest Calculated Bidder (LCB) for post-qualification purposes	<p>The BAC shall issue a notice to the bidder which tendered the LCB to submit the following additional documents:</p> <ul style="list-style-type: none"> <li>• Other appropriate licenses and permits;</li> </ul>

		<ul style="list-style-type: none"> <li>• Samples, if required;</li> <li>• Brochures, if required;</li> <li>• Proof of Largest Single Contract;</li> <li>• Latest Income Tax Return for 2017;</li> <li>• Value Added Tax Returns or Percentage Tax Returns covering the previous six (6) months;</li> <li>• Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration; and</li> <li>• Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG Fund issued within three (3) months from the date of bid opening.</li> </ul>									
	Common reasons for Disqualification observed during bid opening	<ul style="list-style-type: none"> <li>• Late Submission;</li> <li>• Incomplete Submission;</li> <li>• Non-compliance with Notarial Rules;</li> <li>• Number of Bid Copies;</li> <li>• Failure to sign relevant documents; and</li> <li>• Surety Bond/Bank Guarantee does not include some/all "Conditions for Bid Security Forfeiture".</li> </ul>									
	Common reasons for Disqualification observed during submission of additional documents by the LCB	<ul style="list-style-type: none"> <li>• Failure to submit the required additional documents;</li> <li>• Failure to submit required sample; and</li> <li>• Late submission of additional documents/sample.</li> </ul>									
	Common reasons for Disqualification observed during post-qualification	<ul style="list-style-type: none"> <li>• Failure to pass sample testing criteria;</li> <li>• Expired license/permits; and</li> <li>• False information.</li> </ul>									
<b>PRESENTATION OF THE TECHNICAL WORKING GROUP (TWG)</b>	<p>Mr. Manuel Louis T. Pili discussed the following items and its technical specifications:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Item Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Servers</td> <td>4 units</td> </tr> <tr> <td>2</td> <td>Application Delivery Controller (Load Balancer)</td> <td>1 unit</td> </tr> </tbody> </table> <p>Likewise, the scope of work, warranty, and delivery period (60 Calendar days upon receipt of Notice to Proceed) were also elaborated in the presentation.</p>	Item No.	Item Description	Quantity	1	Servers	4 units	2	Application Delivery Controller (Load Balancer)	1 unit	
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1	Servers	4 units									
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<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	Ms. Dela Rama reminded the prospective bidder to sign the conforme at the end of this Section. Each and every page of the Bidding Documents should be initialed by the Authorized Representative of the bidder.
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	Ms. Dela Rama stressed that the bidder must fill out each column of the Statement of Compliance (comply or not comply), Make Brand/ Model, and the Reference. She also reiterated that the bidder shall not forget to certify the statement of compliance by affixing the signature of the Authorized Representative of the bidder located on page 78 of the bidding document. Thus, each and every page of the Bidding Documents should also be initialed by the Authorized Representative of the bidder. Failure to sign will mean disqualification of the bidder's submitted offer. Likewise, the Bidding will be conducted through an open competitive bidding procedures using a non-discretionary "pass"/"fail" criterion.
<b>SOURCE OF FUND</b>	Ms. Wilma F. Roque stated that this procurement is part of the capital outlay for MITHI projects under the General Appropriations Act (GAA) for FY 2018.
<b>CLARIFICATIONS</b>	The prospective bidders have no clarificatory questions on the Supply, Delivery, Configuration and Installation of Servers and Application Delivery Controller.
<b>BID OPENING</b>	The BAC reminded that the closing date for the submission of bids is 17 December 2018 before 09:00 AM Philippine Standard Time as indicated in the bidding documents. The opening would be on the same day at 9:15 AM at CSA Conference Room, 2nd Floor, TESDA Complex, Taguig City.
<b>ADJOURNMENT</b>	Having no matters for discussion, the meeting was adjourned at <b>10:00 a.m.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the pre-bid conference conducted on Tuesday, 04 December 2018.
<b>PREPARED BY</b>	 <b>MELISANDE C. CENTENO</b> Minutes Officer
<b>NOTED BY</b>	 <b>MARIA GRACIA P. DELA RAMA</b> Head, BAC Secretariat
<b>CERTIFIED CORRECT</b>	 <b>CONRADO G. BARES</b> BAC Chairperson