

# MINUTES OF MEETING

Tuesday, June 4, 2019	10:00 AM	TWG
-----------------------	----------	-----

<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE 1</b>	
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>	
<b>PROJECT</b>	Supply, Delivery, Installation, Testing, Training and Commissioning of Next Generation Firewall Appliance for Technical Education and Skills Development Authority (TESDA)	
<b>REFERENCE NO.</b>	<b>PB No. 19-168-1</b>	
<b>-ATTENDEES</b>	<p><b>Bids and Awards Committee 1</b>            Engr. Rosana D. Yambao            Paul Jasper V. De Guzman            Ray-ann V. Sorilla</p> <p><b>BAC Support Division</b>            Rodelio D. Mendez, Jr.</p> <p><b>End-user(s)</b>            Manuel T. Pili            Christopher Aquilo            Oscar C. Ruma Jr.</p> <p><b>Bidder(s)</b>            Dante E. Villarta            Jeraldine G. Salandana</p>	<p>Chairperson            Vice-Chairperson            Provisional Member</p> <p>Secretariat</p> <p>TIAC, TESDA            TWG, TESDA            TWG, TESDA</p> <p>IPSolutions, Inc.            IPSolutions, Inc.</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>The scheduled Pre-bid conference started at <b>10:05 AM</b> with the Chairperson presiding.</li> <li>The BAC Secretariat acknowledged the presence of attendees.</li> <li>The required quorum is established. Notice to Observers were issued to the concerned. Pre-bid conference with no observers in attendance is conducted.</li> </ol>	

## DISCUSSION

### I. BID DOCUMENTS

<p><b>PRESENTATION</b></p>	<p>The BAC Secretariat proceeded with the presentation of General Requirements of Government Procurement for Goods.</p> <p>The Chairperson clarified that the requirement is 2018 Audited Financial Statement and the PhilGEPS Registration Certificate (Platinum Membership) shall be valid and updated that the Annex A of the said certificate should reflect all the updated documents as part of post-qualification requirement. The Chairperson also reminded the bidder that they have Five (5) non-extendible calendar days upon receipt of Lowest/Single Calculated Bid to submit their post-qual documents and the submission shall be made within office hours from 8:00am to 6:00pm. Submission beyond 6:00pm is considered submitted the following day.</p> <p>The Chairperson reiterated the reason of Statement of Single Largest Completed Contract is to show the capability of the bidder to join a bidding, in case the bidder has no SLCC they may opt to join under joint-venture agreement to comply with the requirement. The Chairperson clarified that putting "Not Applicable/None" or other equivalent term to the form is a ground for bidder's disqualification.</p> <p>The Chairperson reminded the bidders that the requirement for VAT returns is for the last Six (6) months prior to the date of bid opening and shall be filed through EFPS and they may also submit relevant certification from BIR together with the Six (6) months VAT returns requirement.</p> <p>The Chairperson and Vice-Chairperson discussed the requirement for Joint-Venture Agreement, a letter of intention and the submission of eligibility and Class "B" documents is required during bid opening.</p>
<p><b>INVITATION TO BID</b></p>	<p><b>SECTION I</b> NO DISCUSSION</p>
<p><b>INSTRUCTIONS TO BIDDERS</b></p>	<p><b>SECTION II</b> NO DISCUSSION</p>
<p><b>BID DATA SHEET</b></p>	<p><b>SECTION III</b> NO DISCUSSION</p>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p><b>SECTION IV</b> NO DISCUSSION</p>

SPECIAL CONDITIONS OF THE CONTRACT	<b>SECTION V</b> <b>Contact Person:</b> Mr. Manuel T. Pili/Mr. Oscar Ruma, Jr, <del>811-3499/817-2529/893-8281</del>
SCHEDULE OF REQUIREMENTS	<b>SECTION VI</b> NO DISCUSSION
TECHNICAL SPECIFICATIONS	<b>SECTION VII</b> <b>Page No. 73</b> <ul style="list-style-type: none"> <li>• The End-user agency discussed the other changes in regards with the Technical Specifications to make it clear. For further changes the End-user agency was advised to make the necessary changes into writing. The End-user answered in affirmative. All necessary changes will be reflected to the Bid Bulletin to be issued.</li> <li>• The Chairperson reiterated that the bidder must state "Comply" to the bidder's statement of compliance and the brand and model of the product being offered. Also, the agency specifications and other requirements indicated in the Section VII: Technical Specifications must have a corresponding cross reference/proof that the product offered is complying.</li> </ul>
BIDDING FORMS	NO DISCUSSION

### III. OTHER DISCUSSIONS

OTHER MATTERS	NONE
---------------	------

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>11:28 AM</b>
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on June 4, 2019.
PREPARED BY	<b>Procurement Division I:</b> <p style="text-align: center;"><b>-SGD-</b>  <b>MS. RAY-ANN V. SORILLA</b>          Provisional Member</p>

CERTIFIED CORRECT

**-SGD-**  
**MR. PAUL JASPER V. DE GUZMAN**  
Vice Chairperson, Bids and Awards Committee 1

**-SGD-**  
**ENGR. ROSANA D. YAMBAO**  
Chairperson, Bids and Awards Committee 1

*Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*