



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Tuesday, September 18, 2018	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Preliminary Conference (Part 2)	
PROJECT	<i>SYSTEM DEVELOPMENT AND IMPLEMENTATION of Philippine Health Information Exchange (PHIE) for the Department of Health – Knowledge Management and Technology Information Service (DOH-KMITS)-Part 2</i>	
REFERENCE NO.	PB 18-191-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Atty. Divina Gracia A. Bacal Mr. Jack G. Mercado	Chairperson Regular Member, Legal Provisional Member/PMO-in-Charge
	Procurement Division X Ms. Maricel R. Vergel de Dios Mr. Jayson C. Erquiza Ms. Barby Ann M. Villamor Engr. Chamel Fiji C. Melo	Secretariat TWG Member Member Member
	End-User Agency Ms. Editha Facturan Mr. John Ulysses M. Galo Mr. Jonathan M. Cabrera	Department of Health Department of Health Department of Health
	Bidders Dr. Vernon Clelo	Pointwest Technologies Corporation

CALL TO ORDER

1. The scheduled **Preliminary Conference** started at **2:00 PM** with the Chairperson presiding.
2. The Chairperson acknowledged the presence of the attendees. Notices to the Observers have been sent within the prescribed period, but none attended the activity.
3. Having established the required quorum, the BAC Secretariat and PMO-in-Charge proceeded with the discussion of the documentary requirements.

DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none">• The BAC Secretariat discussed the general requirements for government procurement of consulting services. During the discussion the following topics were tackled:<ul style="list-style-type: none">• the purpose of the preliminary conference,• who can participate,• proofs of bidder's eligibility,• suggested forms,• sequencing of documents,• marking and packaging suggestions and• BAC X contact details, among others.
INSTRUCTION TO BIDDERS	"NO DISCUSSION"
BID DATA SHEET	<p>SECTION III BID DATA SHEET Clause 11.7 Page 34</p> <ul style="list-style-type: none">• The PMO-in-Charge reminded the price bid documents is P25,000.00. The bidder took note of it.

**SECTION III
BID DATA SHEET**

Clause 15.1

Page 34

- The BAC Secretariat reminded the bidder if they will use the Bid Securing Declaration found at the back of the forms, they need to fill out the details and have it notarized.
- The TWG Member stated the corresponding definitive computations of the lot.

Item Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012
SYSTEM DEVELOPMENT AND IMPLEMENTATION of Philippine Health Information Exchange (PHIE) for the Department of Health – Knowledge Management and Technology Information Service (DOH-KMITS)-Part 2	400,000.00	1,000,000.00	Refer to Bidding Forms (Bid Securing Declaration)

**SECTION III
BID DATA SHEET**

Clause 17.3

Page 35

- The TWG Member reminded the bidder that they need to submit one (1) original and one (1) copy of the first and second components of its bid. A softcopy of the Technical Proposal shall be provided in searchable PDF, default adobe reader in a flash drive form.

**SECTION III
BID DATA SHEET**

Clause 24.2

Page 36

- The PMO-in-Charge reminded the prospective bidder that there will be a technical proposal presentation, script would be reflected in the bid bulletin.

GENERAL CONDITIONS OF CONTRACT	"NO DISCUSSION"
SPECIAL CONDITIONS OF CONTRACT	"NO DISCUSSION"
TERMS OF REFERENCE	<ul style="list-style-type: none"> • The TWG Member presented the Term of Reference and reminded the bidder to state the word "COMPLY" and state all the references. He added also to include all the forms and certificates needed. Documents must be sign by the authorized representative.
BIDDING FORMS	<p>SECTION VII Eligibility Documents Submission Form Page 84</p> <ul style="list-style-type: none"> • The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. <p>TPF 1 Technical Proposal Submission Form Page 86</p>

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.

TPF 2

Consultant's Project References

Page 87

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.

TPF 3

Comments and Suggestions

Page 88

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.
 - The prospective bidder asked if they can still contact the BAC regarding any clarification. The PMO-in-charge answered that during Preliminary Conference, they can ask questions and also through writings.

TPF 4

Description of Methodology and Work Plan for Performing the Project

Page 89

- The BAC Secretariat stated that they can fill up this form through a narrative form.

TPF 5

Team Composition and Task

Page 90

- The BAC Secretariat presented the form and stated that they should include the organizational chart indicating relationships amongst the Consultant and any partner and/or subcontractor, the Procuring Entity, the Funding Source and the GOP, and other parties or stakeholders, if any involved in the project.
- The prospective bidder asked on how they will create the organizational chart and include the governing body of DOH. The PMO-in-Charge answered that part of the TOR includes the Committee and it is described in the project description.

TPF 6

Format of Curriculum Vitae for Proposed Professional Staff

Page 91-93

- The BAC Secretariat presented the form and reminded the bidder to fill up and sign the form. The TWG Member added that they will resubmit the CV's and validate if there are changes on it. The prospective bidder stated that they will submit the same CV's of the proposed staff.
- The PMO-in-Charge reminded the bidder to submit the photocopy of evidence of educational attainment, work experience and professional certifications, certificates of employment and/or Contract employment and valid Professional Certifications and/or licenses. In addition to it, he asked the bidder to submit also the signed written commitment stating that experts shall work per project once awarded the contract.
- The TWG member clarified that the commitment shall be done by the experts and not from the company.
- The prospective bidder asked if each CV's would be notarized? The TWG Member answered that CV's should be notarized.

TPF 7**Time Schedule for Professional Personnel**

Page 94

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.

TPF 8**Activity (Work) Schedule**

Page 95

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.
- The PMO-in-Charge explained and elaborated that the form should be composed for each activity. He gave some examples using the activities given in the TOR.

OMNIBUS SWORN STATEMENT

Page 95-98

- The BAC Secretariat reminded the prospective bidders to fill up the form with ten (10) declaration and should be sign by the authorized representative and notarized.

FPF 1**Financial Proposal Submission Form**

Page 102

- The BAC Secretariat reminded the prospective bidders to fill up the form with all the necessary details. The said form shall be signed by authorized representative. The bidder took note of the reminder.

FPF 2
Summary of Costs
Page 103

- The BAC Secretariat presented the form. The bidder stated that currency to be used is PHP (Philippine Peso).

FPF 3
Breakdown of Price per Activity
Page 104

- The BAC Secretariat presented the form. The PMO-in-Charge added that activities discussed must be consistent with this form. The bidder acknowledged it.

FPF 4
Breakdown of Remuneration per Activity
Page 105

- The BAC Secretariat presented the form. The PMO-in-Charge explained that this form is for staff months, days or hours as appropriate. The bidder acknowledged it.

FPF 5
Reimbursables per Activity
Page 106

- The BAC Secretariat presented the form. The PMO-in-Charge explained that this form depends on the End-User and must be consistent in the contents of SCC Clause 53.4 page 66. The bidder acknowledged it. The TWG Member explained also that this reimbursables is not on top of the bid offer, it must be included in the budget.

FPF 6
Miscellaneous Expenses
Page 107

- The BAC Secretariat presented the sample form. The bidder acknowledged it, he stated also that payment will be pay per activity.

- The BAC Secretariat explained to include any other expenses and stated also that the form of contract agreement are also in the bidding forms.

II. OTHER DISCUSSIONS

- The TWG Member discussed the timeline of the project. He reminded the bidder that opening of technical documents must be submitted on Tuesday, October 2, 2018 at 10:00 AM.
- The PMO-in-Charge stated that queries deadline would be on Friday, September 21, 2018 and bid bulletin would be on Tuesday, September 25, 2018.
- The TWG Member stated that the recommended weights for technical and financial would be 70% for technical and 30% for financial
- The TWG Member stated that the schedule for technical proposal presentation would be until Wednesday, October 26, 2018 (tentative).
- The bidder asked the forms, certificates, statement of compliance would be included in the technical or financial. The TWG Member answered all the forms, certificates and compliance must be included in the technical proposal. The TWG Member reminded also the bidder to put the initials of the authorized representative on each page. The bidder acknowledged it.
- The bidder asked the Committee if they prefer proprietary or non-proprietary in terms of technology wise? The End-User answered non-proprietary, it will depend on their project methodology. The Chairman asked the bidder to put it in writing. The bidder took note of it.

OTHER MATTERS

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **10: 50 PM.**

CERTIFICATION

We certify that the foregoing is the true account of **Preliminary Conference** conducted on Thursday, July 5, 2018.

PREPARED BY

(SGD) MS. MARICEL R. VERGEL DE DIOS
Secretariat

-not present-

MS. CHERRIE D. ESTEBAN
End-User Representative

(SGD) MR. JOHN ULYSSES M. GALO
End-User Representative

(SGD) MR. JACK G. MERCADO
PMO-in-Charge

CERTIFIED CORRECT

(SGD) ATTY. DIVINA GRACIA A. BACAL
Regular Member, Legal

-not present-

MR. WEBSTER M. LAUREÑANA
Vice-Chairperson

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson