



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



MINUTES OF MEETING

Tuesday, August 28, 2018	10:00 AM	AUDIO VISUAL ROOM
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 2	
TYPE OF MEETING	Prebid Conference	
PROJECT	Procurement of Consulting Services for the Law Enforcement Case Management System for the Department of Justice (DOJ) (Part II)	
REFERENCE NO.	Public Bidding No. 18-197-2	
ATTENDEES	<p>Bids and Awards Committee 2: Engr. Manuel S. Avila Vice Chairperson Mr. Arnold F. Bondoc Vice Chairperson Ms. Princess Joy B. Flores Provisional Member</p> <p>BAC Secretariat Ms. Sherilyn R. Manzano Member, Procurement Division 2</p> <p>BAC Technical Working Group Mr. Jade Edwin Apin Member, Procurement Division 2</p> <p>Prospective Bidders: Mr. Juven Joson Pointwest Mr. Earl Montalbo Pointwest Mr. Jon Alfonso Pointwest Mr. Jason Dela Pena Pointwest Ms. Zharmaine Katipunan Exakt IT Services Mr. Cristopher K. Maglunog Exakt IT Services</p> <p>Other Attendees: Ms. An Liza S. Hernandez DOJ Mr. Russel C. Trasmonte DOJ Mr. Joey J. Angostora DOJ</p>	
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:20 AM with Engr. Avila presiding.	

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DISCUSSIONS

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
BID DATA SHEET	SECTION III - A representative of Pointwest asked for the parameters for the Proof of Concept. The parameters of Proof of Concept will be clarified thru Bid Bulletin.
GENERAL CONDITIONS OF CONTRACT	SECTION IV No highlights.
SPECIAL CONDITIONS OF CONTRACT	SECTION V - Terms of payment will be based the Terms of Reference.
TERMS OF REFERENCE	SECTION VI - Representative of Exakt IT Services, Inc. ask if the duration of the project can be shortened. Engr. Avila said that as long as the project can be fully functional as per the TOR. However, the matter will be referred to the DOJ for comments. - A representative of Pointwest requested for a clearer copy of the illustrations in the TOR.
BIDDING FORMS	SECTION VII Technical Proposal Forms: TPF 2. Consultant's References: - Ms. Flores manifested that though the short listed bidders have already submitted the document and its attachments, the document and its attachments be required again to be submitted again during second part for validation purpose. The matter will be clarified further the Bid Bulletin. TPF 5. Team Composition and Task Projects: - It was discussed that the Key Personnel that were declared in first part will be the ones inputted in the form. However, the staffs, if ever they have, will also have to be declared as well. - A representative of Pointwest asked if the staffs will have to submit their

Curriculum Vitae.

The matter will be clarified if the staff will be required to submit their Curriculum Vitae.

TPF 8. Activity (Work) Schedule:

- The label of the first table is Field Investigation and Study Items.

The correction will be included in the Bid Bulletin.

TPF 9. Form of Bid Security (Bank Guarantee) & TPF 10. Bid Security Declaration:

- Either TPF 9 or TPF 10 will be submitted by the bidders.

TPF 11. Methodology Compliance Matrix:

- It was clarified that the second paragraph of the form pertains to the matrix of methodology.
- The Description/Reference Column must be referred to the methodology made in TPF 4.

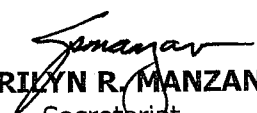
Financial Proposal Forms:

- Upon the clarification of Exakt IT Services, FPF 5 and FPF6 are not included in the forms because those forms are not necessary for the project to be submitted.

Omnibus Sworn Statement:

- The revised Omnibus Sworn Statement with 10 provisions shall be included in the Bid Bulletin.

II. OTHER DISCUSSIONS

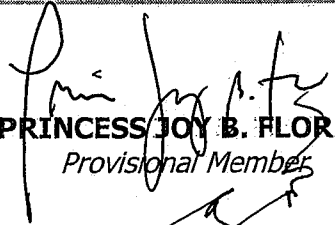
OTHER MATTERS	- The clarification of letter by Exakt IT Services, Inc. was received prior to the Pre-Bid Conference will be referred to the DOJ for comments.
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:20 AM
CERTIFICATION	We certify that the foregoing is true account of Preliminary Conference conducted on August 28, 2018.
PREPARED BY	 SHERILYN R. MANZANO Secretariat

CERTIFIED CORRECT

Bids and Award Committee 2:

On Official Business

DIR. RYAN C. THOMAS
Ad Hoc Member

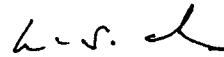

PRINCESS JOY B. FLORES
Provisional Member

On Official Business

ATTY. MICHELLE ANNE B. RECTO
Regular Member


ARNOLD F. BONDOC
Vice Chairperson

18-197-2



ENGR. MANUEL S. AVILA
Chairperson

*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.*