



MINUTES OF MEETING

Thursday, January 31, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X																				
TYPE OF MEETING	Preliminary Conference																				
PROJECT	<i>Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education - Part I</i>																				
REFERENCE NO.	PB 20-005-10																				
	<p>BIDS AND AWARDS COMMITTEE X</p> <table style="width: 100%;"> <tr> <td>Engr. Pablo Roman C. Andres</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Webster M. Laureña</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Provisional Member/PMO-in-Charge</td> </tr> </table> <p>Procurement Division X</p> <table style="width: 100%;"> <tr> <td>Ms. Maricel R. Vergel de Dios</td> <td>Secretariat</td> </tr> <tr> <td>Engr. Chanel Fiji C. Melo</td> <td>TWG Member</td> </tr> </table> <p>Bidders</p> <table style="width: 100%;"> <tr> <td>Mr. Jeremille Raton</td> <td>TIAXA Philippines</td> </tr> <tr> <td>Mr. Juan Talamagan</td> <td>ICODE</td> </tr> <tr> <td>Mr. Allan Jesalla</td> <td>CRC</td> </tr> <tr> <td>Ms. Clarisse Buday</td> <td>CRC</td> </tr> </table>	Engr. Pablo Roman C. Andres	Chairperson	Mr. Webster M. Laureña	Vice-Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Jack G. Mercado	Provisional Member/PMO-in-Charge	Ms. Maricel R. Vergel de Dios	Secretariat	Engr. Chanel Fiji C. Melo	TWG Member	Mr. Jeremille Raton	TIAXA Philippines	Mr. Juan Talamagan	ICODE	Mr. Allan Jesalla	CRC	Ms. Clarisse Buday	CRC
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Preliminary Conference started at 10:30 AM 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 proceeded with the discussion of the documentary requirements. 																				

DISCUSSION

I. DOCUMENTATIONS

<p>DOCUMENTATIONS</p>	<ul style="list-style-type: none"> • The Committee stated, in view of TRAINING ON NATIONAL GUIDELINES ON INTERNAL CONTROL SYSTEMS (NGICS) attended by the BAC Chairpersons and Vice Chairpersons, the Preliminary Conference was postponed from January 24, 2020 to January 31, 2020. The End-User confirmed that they cannot attend the said activity due to prior commitments. • 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 the BAC X contact details • The TWG Member discussed the contents of the Request for Expression of Interest.
<p>ELIGIBILITY DOCUMENTS</p>	<p>SECTION II EDS Clause 2.1 (a) (i) Page 10</p> <ul style="list-style-type: none"> • The BAC Secretariat discussed the legal and financial documents needed to submit, such as: PhilGEPS Registration Certificate and Membership, Registration Certificate from SEC or DTI or CDA, Mayor's Permit, Tax Clearance Certificate (per EO 398) and Audited 2018 Financial Statements (stamped RECEIVED by BIR). <ul style="list-style-type: none"> ➤ <i>The prospective bidder presented and raised some issues on their Audited 2018 Financial Statement. The Committee stated that the 2018 stamped received BIR that they have was for 2017 AFS.</i> • The BAC Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up-to-date/current together with its contents. The TWG Member further elaborated the requirements. • The BAC Secretariat stated the Class B Document, Joint Venture Agreement, if applicable. • The PMO-in-Charge reminded the prospective bidders that for any PHILGEPS Certificate updates they may visit the PHILGEPS Office within the area of PS Office.

ELIGIBILITY DATA SHEET

SECTION III
EDS Clause 4.2
Page 17

- The TWG Member stated that prospective bidders must submit a one (1) original and one (1) additional copy for the eligibility documents. Bidders must submit a softcopy of the eligibility documents on or before the deadline of the submission of eligibility documents, however it will not be a ground for ineligibility if ever the softcopy is not searchable. Non-submission of softcopy will be a ground for ineligibility.

SECTION III
EDS Clause 4.3(d)
Page 17

- The TWG Member stated that prospective bidders may find the brief description of the project on pages 17-18.

SECTION III
EDS Clause 9.2
Pages 18-19

- The TWG Member discussed and elaborated the contents of the Evaluation Criteria for Shortlisting of Bidders and its corresponding points as follows:
 - Applicable Experience of the Firm, (40%),
 - Qualification of Key Personnel (40%) and
 - Current Workload (20%)
- The TWG Member added that based on the criteria, the prospective bidders shall be ranked according to their total equivalent points, only the top five(5) bidders points meeting the cut-off score of seventy (70) points shall be included in the shortlist. For the Education criteria of key personnel, "With Master's and/or Doctorate Degree units" shall mean that all academic subjects are completed, short of comprehensive examination/thesis. Please provide all necessary information in the attached Curriculum Vitae (Annex C).

BIDDING FORMS

ANNEX A
Eligibility Documents Submission Form
Page 24

- The BAC Secretariat reminded the prospective bidders to attach the notarized authority of signatory. She reminded them that Community Tax Certificate is not acceptable, only government issued ID's are acceptable.

ANNEX B
Statement of the Consultant's Nationality
Page 25-26

- The BAC Secretariat reminded the bidders to fill out all the details and explained that the proposed partners/key staff who shall actually perform the services possess the necessary technical and professional competence as required under ED Clause 1.2.
 - *The prospective bidder asked the Committee if the inclusion of other consultants would be part of this form. The TWG Member explained that this form would be intended only for two (2) key staff, other consultants will be included on the part 2 of the project.*

ANNEX C
Format of Curriculum Vitae (CV) for Proposed Professional Staff
Page 27-29

- The PMO-in-Charge emphasized in the Format of Curriculum Vitae (CV) for Proposed Professional Staff Statement of the Consultant's Nationality, with regard to Work Experience and the Current Work Load they should provided all necessary details and indicate all similar projects and related projects as defined in the Clause (9.1). For Relevant Trainings, Education and Professional Licenses bidders must submit all the necessary documentations such as certificates, diploma and licenses. He reminded that both signature of staff member and authorized representative are needed.

ANNEX D
Statement of Completed Contracts
Page 30

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details with attachments. The said form shall be signed by authorized representative. The PMO-in-Charge further elaborated the contents of the form.
 - *The prospective bidder asked the confidentiality of their contracts/projects, if it is possible to cover some of the important information. The PMO-in-Charge explained that they can cover some of the information but if the BAC needs clarification the TWG will have to do further verifications.*

- *The prospective bidder clarified on the date of contract and date of award are still the same or different. The PMO-in-Charge explained it depends on the project, if it is a government project date of award and date of contract are different but if it is a private project it would be the same. The date of award was based on notice of award while the date of contract was based on Purchase Order/Contract for government process.*
- *The prospective bidder clarified the location of the contract. The PMO-in-Charge explained that the location of award depends on the implementation of the project.*

ANNEX D.1
Consultant's Project Reference
 Page 31

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details. The said form shall be signed by authorized representative. The PMO-in-Charge further elaborated the contents of the form.
- The prospective bidders must need to submit the Certificate of Good Standing and Satisfactory Completion or Equivalent Document.

ANNEX E
List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
 Page 32

- The BAC Secretariat reminded the prospective bidders to fill out the form with necessary details and in case there is no declaration put the word "NONE". The said form shall be signed by authorized representative. The PMO-in-Charge further elaborated the contents of the form.

CLASS B DOCUMENT
Joint Venture Agreement

- The BAC Secretariat reminded the prospective bidders that if ever they have to join a Joint Venture, Class B document must be submitted.

II. OTHER DISCUSSIONS

<p>OTHER MATTERS</p>	<ul style="list-style-type: none">• The TWG Member reminded the prospective bidders on the timeline of the project as follows: <i>Last day of Submission of Written Clarification-February 4, 2020</i> <i>Last day of Issuance of Bid Bulletin- February 7, 2020</i> <i>Deadline and Opening of Eligibility – February 14, 2020</i>• The Committee requested prospective bidders who submitted their queries to formalized and email it to the BACX until February 4, 2020. He reminded them that any changes would be reflected in the Bid Bulletin.
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 11: 19 AM.</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of Preliminary Conference conducted on Friday, January 31, 2020.</p>
<p>PREPARED BY</p>	<p>(SGD) MS. MARICEL R. VERGEL DE DIOS Secretariat</p>
<p>CERTIFIED CORRECT</p>	<p>The Bids and Awards Committee X:</p> <p><i>-not present-</i> MS. MIRIAM N. COPRADO Ad Hoc Representative</p> <p>(SGD) MR. JACK G. MERCADO Provisional Member/PMO-in-Charge</p>
<p></p>	<p>(SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member, Legal</p>
<p></p>	<p>(SGD) MR. WEBSTER M. LAUREÑANA Vice-Chairperson</p>
<p></p>	<p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>