



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



MINUTES OF MEETING

August 17, 2018	10:00 AM	MEETING ROOM 2
-----------------	----------	----------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V		
TYPE OF MEETING	Pre-Bid Conference		
PROJECT	System Development of an Integrated Medical Facilities for Overseas Workers and Seafarers System (MFWSS)		
REFERENCE NO.	PB No. 18-162-5		
ATTENDEES	Bids and Awards Committee V		
	Ms. Teresita J. Dela Cruz	Chairperson	
	Atty. Michelle Anne B. Recto, LLM	Regular Member	
	Mr. Webster M. Laureñana	Provisional Member	
ATTENDEES	Procurement Division V		
	Ms. Jessica G. Gapuz	Member	
	Engr. Nicole John Cabueños	Member	
	Engr. Yuji C. Hoshina	Member	
	Ms. Rosemarie N. Andulan	Secretariat	
ATTENDEES	Prospective Bidder		
	Ms. Nerissa P. Diano	Asigate Networks Inc.	
	Ms. Lady Laput	Asigate Networks Inc	
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:39 PM with the Chairperson presiding. 2. The PMOIC acknowledged the presence of the attendees. 3. It was also reported that observers were invited for this activity but none confirmed their attendance. 		

4. Having established the required quorum, the PMOIC was instructed by the Chairperson to proceed with the presentation of the project.

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTION TO BIDDERS	NO DISCUSSION
BID DATA SHEET	NO DISCUSSION
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
	In case one of the key personnel resigns during eligibility submission, the prospective bidder asked if they could immediately replace it with other personnel with an equivalent qualification or better qualifications.
	The Regular Member explained that replacement of a key personnel who resigns in the middle of the evaluation stage shall be subject to BAC approval. If the BAC would allow, the newly recommended professional personnel will be subjected to another evaluation. The Regular Member, further, explained that the rule provides that the service provider is generally prohibited from substituting their key personnel. The same is only authorized during contract implementation and only if there are justifiable grounds.
SPECIAL CONDITIONS OF THE CONTRACT	<p>xxx</p> <p>SCC Clause 39.5 Page 68</p> <p>xxx</p> <p>The Consultant may change its Key Personnel only for justifiable reasons as</p>

may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.

Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

xxx

The prospective bidder wanted to clarify the provision under SCC Clause 39.5 of the bidding document.

The Regular Member explained that this provision discusses the bidder's alternative during contract implementation. The justifiable reason must be determined and if the BAC finds no reasonable ground for the substitution of the key personnel, the bidder may still be penalized under this provision.

Nonetheless, the Committee decided to modify this provision where replacement of personnel may only be allowed if it has the same or better qualification than the first offered but still subject to the approval of the BAC.

xxx

SCC Clause 6.2 (b)
Page 66

xxx

For a period of two years after the expiration of this Contract, the Consultant shall not engage, and shall cause its Personnel as well as their Subconsultants and its Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Procuring Entity under this Contract nor in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.

period of time from engaging in the said activities.

xxx

The prospective bidder asked if they could place their suggestion in the TPF 3 should they wish to make a proposition concerning the above-mentioned clause.

The Regular Member explained that TPF 3 is provided for this purpose for efficient execution of the project but there is no guarantee that the procuring entity will accept all suggestions.

Coverage of Information System
Page 71

xxx

- a. Accreditation of MFOWS – to be linked to the Integrated DOH Licensing System (IDLIS)

xxx

The prospective bidder asked on the status of the IDLIS.

The end-user explained that the development is still on-going and by the time the project commences, the accreditation is supposed to be completed already.

xxx

TERMS OF REFERENCE

Coverage of Information System
Page 71 & 72

xxx

- b. MFOWS Operations
- c. Report Generation/Dashboards - (Datasets can be exported in CSV format for further analysis)
- d. Online submission of various reports to HFSRB(including statistical reports)
- e. Monitoring of compliance of MFOWS

xxx

The prospective bidder inquired on the scope of works to be integrated in the modules for better understanding and to assess their capability to complete

the project.

The end-user explained that these concerns should have been raised during the preliminary meeting when details of scope of works were discussed before the consultant submitted their eligibility documents.

Furthermore, the PMOIC clarified that details of the TOR and description of the project has been discussed on the preliminary meeting during the first part.

The Regular Member suggested to the bidder to study the TOR thoroughly and submit a clarification letter to the BAC which shall be discussed with the end-user.

Technical Proposal Forms
Notes for Consultants
Page 80

xxx

Comments on the terms of reference and data and facilities to be provided by the Procuring Entity

xxx

The PMOIC wanted to clarify that data and facilities shall be provided by the end-user and not by the procuring entity which is the Procurement Service-DBM.

xxx

BIDDING FORMS

FPF 3
Cost of Services
Page 99

Xxx

Type of Activity/Service	Cost
Activity #1	
Activity #2	

Activity #3	
Activity #4	

Total (VAT Inclusive): _____

xxx

The prospective bidder asked if they need to indicate the details of expenditure for each activity (remuneration, travels, etc..).

The end-user clarified that scope of work per activity shall be provided in TPF 8 and consultant may indicate on FPF 3 the total expenses per activity.

OTHER MATTERS

"NO DISCUSSION"

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **12:15 PM**

CERTIFICATION

We certify that the foregoing is a true account of the Pre-bid Conference conducted on August 17, 2018.

PREPARED BY

The Procurement Division V:

MS. ROSEMARIE N. ANDULAN

Secretariat

Bids and Awards Committee V:



MR. WEBSTER M. LAUREÑANA
Provisional Member



ATTY. MICHELLE ANNE B. RECTO
Regular Member



MS. TERESITA J. DELA CRUZ
Chairperson

CERTIFIED CORRECT

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.