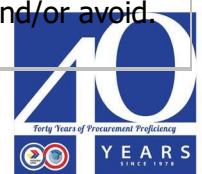




## MINUTES OF MEETING

Date: Thursday, 23 May 2019	Time: 10:00AM	Venue: Executive Lounge
-----------------------------	---------------	-------------------------

MEETING CALLED BY	<b>Procurement Division VIII (PD VIII)</b>
TYPE OF MEETING	<b>Pre-Bid Conference</b>
PROJECT	<b>Procurement of One (1)-Year Comprehensive Maintenance and Support Services for the Data Center Information Technology (IT) Infrastructure and Auxiliary Equipment of the Bureau of the Treasury (BTr)</b>
REFERENCE NO.	<b>PB#19-166-8</b>
ATTENDEES	<p><b>BIDS AND AWARDS COMMITTEE VIII (BAC VIII)</b>  ENGR. JAIME M. NAVARRETE, JR. Chairperson  JOSEPH P. BALAGTAS Vice-Chairperson  PAUL JASPER V. DE GUZMAN Provisional Member  JOSE RAFAEL M. MAGNO Member  JAMILLE RAE T. BALUYOT Member</p> <p><b>BTr REPRESENTATIVE(S)</b>  DIR. WILFREDO L. YATCO Provisional Member (Alternate)  FREDERICK G. FULE TWG Member  KENNETH JAY N. GARATE TIAC Member  ELNA V. LORENZO</p> <p><b>BIDDER(S)</b>  TINA ROBLES IP Converge Data Services, Inc. (IPC)  EMMANUEL KONDO IPC  SAIRIEL PANESA Multi-Fold Links Inc. (MFL)  HEIDE FRANCO MFL  KEN DE GUZMAN SMS Global Technologies Inc. (SMSGT)  CHESTER REYES PLDT Inc.  EMMANUEL LIM Data Center Design Corporation (DCDC)</p>
CALL TO ORDER	The scheduled activity started at 10:30AM presided by the Chairperson.
COMPLIANCE TO R.A. 9184	PS, upon determination of the required attendance of members of BAC, established quorum to conduct the activity. Furthermore, presented the invitation to observers in compliance to R.A. 9184.
PRELIMINARIES	<ul style="list-style-type: none"> <li>PS explained that the project was previously published. However, upon the determination of the End-User that the project items should be tendered separately to foster more competition and allow greater participation in the bidding, it was cancelled. Thus, re-published to reflect two (2) lots.</li> <li>PS presented a walkthrough on the documentary requirements: <ul style="list-style-type: none"> <li>Highlighted the important sections in the Bidding Documents.</li> <li>Showed the proper ways in filling out the prescribed forms.</li> <li>Provided important reminders that the Bidder should abide and/or avoid.</li> <li>Described the proper markings and sealing of the envelopes.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ The Committee reminded the Bidder to avoid leaving blanks in the information required in accomplishing the forms. Further, it was instructed to indicate N/A if the details are not applicable.</li> <li>○ Reminded that <i>cedula</i> is no longer acceptable. Only government-issued identifications will be recognized for notarizations.</li> <li>○ Displayed the next schedule of activities.</li> </ul>
--	--

## DISCUSSION

I. BID DOCUMENTS	
<b>INVITATION TO BID</b>	<ul style="list-style-type: none"> <li>• MFL inquired if there will be a separate schedule of the opening of each lot. The BAC explained that both lots will be opened immediately after the deadline of submission (06 June 2019 at 10:00AM).</li> <li>• The BAC also added that Prospective Bidders are not required to submit separate tenders particularly on the Legal Eligibility documents.</li> <li>• For the Financial Bid Form, Prospective Bidders should indicate "NO BID" for the lot that will not be participated.</li> <li>• The BAC will issue a Bid Bulletin within the day for the Site inspection. The scheduled will be on the following day (24 May 2019) from 10:00AM to 12:00NN.</li> <li>• The BAC is anticipating the possible holiday on 06 June 2019 (Deadline of Submission). However, there were no declarations yet by the Office of the President. Thus, will just issue the necessary Bid Bulletin in case the schedule will be affected.</li> </ul>
<b>INSTRUCTION TO BIDDERS (ITB)</b>	<ul style="list-style-type: none"> <li>• The BAC clarified that the acceptable Audited Financial Statement for 2018 must be filed and stamped received by BIR.</li> </ul>
<b>BID DATA SHEET (BDS)</b>	<ul style="list-style-type: none"> <li>• Under Clause 5.4, IPC inquired the amount required for the Single Largest Completed Contract (SLCC). The BAC explained that if the Prospective Bidder has an SLCC that has satisfied the 50% of the ABC of the largest lot, there is no need to submit another SLCC for the lower ABC (Lot 2).</li> <li>• Under Clause 29.2, No. 4 of the Post-Qualification documents, IPC inquired the if evidences or supporting documents for on-going projects are also required to be submitted. The BAC explained that these are not necessary.</li> <li>• Prospective Bidders should only ensure that all on-going and awarded but not yet started contract are listed in Annex C-1. Failure to do so may lead to disqualification.</li> <li>• Per inquiry of SMSGT under Clause 29.2, No. 5 of the Post-Qualification documents, retailers must submit two (2) certifications, one from manufacturer and exclusive distributor.</li> <li>• Under Section 29.2, No. 8 of the Post-Qualification documents, IPC inquired what kind of ISO is required. It may be ISO 9001:2015 since most of the components are related to Quality Management System. However, it is still subject for further discussion and will be finalized through Bid Bulletin.</li> <li>• MFL suggested that the ISO should be related to the project. The BAC took note of the suggestion.</li> <li>• Per inquiry of MFL under Section 29.2, No. 1 of the Licenses or Permits required, the BAC confirmed that all classifications for Medium A Philippine Contractors Accreditation Board are required.</li> <li>• MFL expressed the difficulty on compliance for the requirement.</li> <li>• Per inquiry of IPC on Clause 5.4, the BAC confirmed that all components indicated should be verifiable in the SLCC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Further, SMSGT inquired if the SLCC should present only the maintenance component. The BAC explained that since this a comprehensive project, it should cover all major components.</li> <li>• On Section 29.2, No. 8 of the Post-Qualification documents, IPC expressed the possible issue on brands and suggested to offer different a brand that will ensure to work. Since there is a possible concern if the propriety component was damage, the BAC retained the requirement. This will also be a way for the BAC to know the competence of the Prospective Bidders.</li> <li>• IPC expressed that this would be hard for Prospective Bidders to comply.</li> <li>• IPC further asked possibility to provide indicate the year and model of the existing equipment. The BAC took note on the request.</li> <li>• Per inquiry of the BAC, Prospective Bidders are capable to maintain the Precision Air-Conditioning Units. However, the only issue is the propriety of brands.</li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT (GCC)</b>	No further clarification/discussion.
<b>SPECIAL CONDITIONS OF THE CONTRACT (SCC)</b>	No further clarification/discussion.
<b>SCHEDULE OF REQUIREMENTS</b>	No further clarification/discussion.
<b>TECHNICAL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Under Item 1.5.4, DCDC inquired who will be responsible for accidental discharge of the FM-200. BTr explained that location of the tank the is isolated. Access is limited to the Service Provider. Thus, the Service Provider should assume responsibility.</li> <li>• Further, DCDC asked the volume of the tank. The BAC will issue a Bid Bulletin to indicate this.</li> <li>• On 1.6.12, DCDC inquired if the spare parts will be taken from the inventory of BTr or from the Service Provider? The BAC informed that it will be from the Service Provider.</li> <li>• On 1.7.6, DCDC inquired the responsibility of security management software. The BAC will issue a Bid Bulletin to remove this requirement.</li> <li>• On 1.8, per inquiry of DCDC, if the CCTV was damage during maintenance period, it may be replaced with different brand. However, the specifications must not be lower than the originally installed unit and must be compatible with the current system.</li> <li>• IPC asked for the maintenance schedules. The BAC informed the Prospective Bidders that these are indicated in the TOR.</li> <li>• DCDC inquired for the possibility of monthly payment. The BAC may consider and provide details on the format of the necessary reports to be submitted. This will be reflected through Bid Bulletin.</li> </ul>
<b>BIDDING FORMS</b>	<ul style="list-style-type: none"> <li>• The BAC will issue necessary corrections on the following Bidding Forms: <ul style="list-style-type: none"> <li>○ Under Annex H, the BAC will correct the Public Bidding No. from 19-007-8 to 19-166-8.</li> <li>○ Under Annex A, the BAC will correct the name of the project.</li> </ul> </li> <li>• These will be reflected in the Bid Bulletin.</li> </ul>
<b>TERMS OF REFERENCE (TOR)</b>	No further clarification/discussion.

### III. OTHER MATTERS

<b>OTHER MATTERS</b>	<ul style="list-style-type: none"> <li>• The BAC suggested the Prospective Bidders to submit letter of clarification through e-mail before the prescribed deadline.</li> <li>• The Prospective Bidders may reiterate the questions raised during the activity and/or include additional queries.</li> </ul>
----------------------	---

<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting adjourned at 11:30 AM.
<b>PREPARED BY</b>	(Sgd.) <b>PAUL JASPER V. DE GUZMAN</b> Provisional Member
<b>REVIEWED BY</b>	(Sgd.) <b>ENGR. JAIME M. NAVARRETE, JR.</b> Chairperson
<b>CONFORME</b>	(Sgd.) <b>JOSEPH P. BALAGTAS</b> Vice-Chairperson  (Sgd.) <b>DIR. WILFREDO L. YATCO</b> Provisional Member (Alternate), BTr