



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Tel. Nos. 563-9352 & 689-7750 loc 4019



MINUTES OF MEETING

Wednesday, September 11, 2019	1:30 PM	EXECUTIVE LOUNGE
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MEETING CALLED BY	PROCUREMENT SERVICE - INTERNAL BIDS AND AWARDS COMMITTEE																									
TYPE OF MEETING	PREBID CONFERENCE																									
PROJECT	SUPPLY, DELIVERY, IMPLEMENTATION AND MAINTENANCE OF AN ENTERPRISE RESOURCE PLANNING SYSTEM																									
REFERENCE NO.	PB 005-2019																									
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE 1</p> <table> <tr> <td>Mr. Archivald S. Navarro</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Ms. Mary Ann Penaflor</td> <td>Member</td> </tr> <tr> <td>Atty. John Paul P. Fernandez</td> <td>Member</td> </tr> <tr> <td>Ms. Mary Willen DJ. Renomeron</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Reygienald L. Nacario</td> <td>Secretariat</td> </tr> </table> <p>Task Force Secretariat</p> <table> <tr> <td>Nikko Valenzona</td> <td>Secretariat</td> </tr> <tr> <td>Princess Sabio</td> <td>Secretariat</td> </tr> <tr> <td>Stephanie Young</td> <td>Secretariat</td> </tr> </table> <p>End User Representative/TWG</p> <table> <tr> <td>Engr. Edgar Allan Rocha</td> <td>TWG Head</td> </tr> <tr> <td>Mr. Karl Michael Espejo</td> <td>PS-DBM</td> </tr> <tr> <td>Mr. Charlemagne P. Santos</td> <td>PS-DBM</td> </tr> </table> <p>PROSPECT BIDDERS</p> <table> <tr> <td>Maribeth Salceda</td> <td>Fritz and Macziol</td> </tr> </table>		Mr. Archivald S. Navarro	Vice-Chairperson	Ms. Mary Ann Penaflor	Member	Atty. John Paul P. Fernandez	Member	Ms. Mary Willen DJ. Renomeron	Secretariat	Mr. Reygienald L. Nacario	Secretariat	Nikko Valenzona	Secretariat	Princess Sabio	Secretariat	Stephanie Young	Secretariat	Engr. Edgar Allan Rocha	TWG Head	Mr. Karl Michael Espejo	PS-DBM	Mr. Charlemagne P. Santos	PS-DBM	Maribeth Salceda	Fritz and Macziol
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	Joseph Cruz Jessica Celis Nannette Caina Ramon Blanco Jessica Quito Fay Ecleo Mariz Juan Carmela Yap Jessica Gonzalez Ernesto Tobias Jay-Ar Selda Lester Hernandez	ABS NTT Data Phil. Inc Free Balance Free Balance Vinculum Radenta IT Group Inc. Appcentric Solutions Inc. AGS AGS ITG AGS
CALL TO ORDER	<p>1. THE SCHEDULED PREBID CONFERENCE STARTED AT 1:30 PM WITH THE VICE-CHAIRPERSON PRESIDING.</p> <p>2. The Vice Chairperson acknowledged the presence of the attendees.</p> <p>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</p>	

DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	NO DISCUSSION
BID DATA SHEET	<p>Section III Clause 12.1(a)(i)</p> <p>XXX</p> <p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ul style="list-style-type: none"> a. Business Registration; b. 2019 Mayor's Permit; c. 2017 Audited Financial Statement; d. Valid and current Tax Clearance; <p>XXX</p> <ul style="list-style-type: none"> - Ms. Salceda of Frits and Makziol asked the PS-iBAC about their Joint Venture partner which does not have a Secretary Certificate only Special

	<p>Power of Attorney and the signatory is one of the Board of Members in the absence of a corporate secretary. <i>The PS-iBAC noted the question for discussion</i></p> <ul style="list-style-type: none"> - One of the supplier asked if in case of a JVA if the PS-iBAC will accept a protocol of undertaking for both entities. <i>The Vice-chair stated that the PS-iBAC will accept the Protocol.</i>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> - The PS-iBAC pronounced that there are questions repeated from the previous bidding and the answer of the iBAC will be the same. Specifically the Summary of the bidding activities <i>The deadline of Bid Bulletin Submission is September 18, 2019.</i>
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> - Mr. Joseph of ABS asked for the breakdown of the 200 perpetual license. <i>Mr. Santos stated that it already part of the previous bid bulletin and the PS-iBAC will have the same answer. And for now, iBAC can't provide the breakdown for each manual.</i> - Ms. Carmela asked the number of viewers. <i>Mr. Santos stated that all the 200 license should have editing access and the viewer should be technically free.</i> - Ms. Maribeth asked if the actual infrastructure will be submitted during the bidding. <i>Mr. Santos stated that output and deliverables will be discussed on the Business Process Review.</i> - Ms. Maribeth inquired about the Cloud Environment. When will the subscription start. <i>Mr. Santos stated that after the "go live" in accordance with the payment schedule.</i> - Ms. Carmela asked if the can request for a softcopy of the excel file of the functionality. <i>The PS-iBAC will provide a link where to download the file in the bid bulletin.</i>

TERMS OF REFERENCE	NO DISCUSSION
BIDDING FORMS	<ul style="list-style-type: none"> - Ms. Carmel Yap of Appcentric asked if they need to submit any attachment on the on-going project. <i>Engr. Rocha states that there are no attachments needed.</i> - Ms. Maribeth asked about VAT return as there are no VAT in the country of their foreign partners. What are the documents they need to submit. <i>The PS-iBAC noted the query for discussion.</i> - One of the Suppliers asked if there are any prescribed templates for the SLCC. <i>The PS-iBAC stated that are no prescribed template as it depends on the end-user's certificate. Only listed are the proofs that the bidder can use.</i> - AppCentric asked if the evidence of compliance should be submitted with the bidding documents. <i>The PS-iBAC stated that reference of the evidence should be stated with the bid submission and the evidence should be submitted at the post qualification. A bid bulletin with further instructions and additional column will be posted.</i>
II. OTHER DISCUSSIONS	
OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	HAVING NO OTHER MATTERS FOR DISCUSSION, THE MEETING WAS ADJOURNED AT 3: 30 PM
CERTIFICATION	WE CERTIFY THAT THE FOREGOING IS TRUE ACCOUNT OF PREBID CONFERENCE CONDUCTED ON WEDNESDAY, SEPTEMBER 11, 2019.
PREPARED BY	SGD. MR. REYGIENALD L. NACARIO Secretariat
CERTIFIED CORRECT	SGD. ARCHIVALD NAVARRO Vice Chairperson