

MINUTES OF MEETING

January 30, 2019	3:00 PM	Conference A
------------------	---------	--------------

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 (MFOWSS) for the Department of Health – Knowledge Management and Information Technology Service
REFERENCE NO.	PB No. 18-414-5
ATTENDEES	<p>Bids and Awards Committee V Ms. Teresita J. Dela Cruz Chairperson Mr. Jack G. Mercado Vice Chairperson Mr. Webster M. Laureñana Provisional Member</p> <p>Procurement Division V Engr. Yuji C. Hoshina Member Ms. Rosemarie N. Andulan Secretariat</p> <p>End-User’s Representatives Mr. Russel Santos DOH-KMITS Mr. Jonathan Cabrera DOH-KMITS</p> <p>Prospective Bidders Mr. Cesar Bauza Asiagate Networks Inc. Ms. Jahnine Baliao Asiagate Networks Inc. Ms. Nerissa Diano Asiagate Networks Inc.</p>
CALL TO ORDER	1. The scheduled Pre-bid Conference started at 3:53 PM with the Chairperson presiding. She then instructed the PMOIC to acknowledge the presence of the attendees.

2. The PMOIC, likewise, presented the Invitation to Observers however none confirmed attendance.

DISCUSSION

BID DOCUMENTS

For purposes of notarization, the PMOIC reminded the prospective bidders that a community tax certificate is not a competent proof of identity and that they may refer to the 2004 Rules on Notarial Practice for reference.

XXX

For the Compliance with all the Requirements under the TOR, the PMOIC explained that the bidder must indicate their statement of compliance therein. Further, they are likewise required to provide for the reference in which to support their conformity. He manifested that basically, the form is just lifted from the TOR and the same must be duly signed by their authorized representative as failure to do so will cause for disqualification.

XXX

CHECKLIST OF OTHER REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSAL

A representative of Asiagate Networks Inc. inquired for the documents to be attached in TPF2.

The PMOIC answered that they have to attach the Certificate of Completion or Acceptance in TPF2. He clarified that this is just a duplication of their submission for the eligibility documents.

XXX

The PMOIC announced that a bid bulletin will be issued to clarify the Team Composition and Tasks since modifications have been made therein.

On the matter of curriculum vitae, he clarified that during the opening of their eligibility documents the same has already been submitted only this time, the curriculum vitae must be notarized and accompanied with a commitment letter.

XXX

	<p>The PMOIC gave the prospective bidder a reminder that the Omnibus Sworn Statement must be submitted with a Secretary Certificate.</p> <p>The bidder asked if they can make use of the Secretary Certificate that they have submitted during the previous bidding of the same project.</p> <p>The PMOIC clarified that they can utilize the Secretary Certificate presented during the previous bidding so long as the authorization has not yet been revoked.</p> <p>Furthermore, the Vice Chairperson reminded the bidder to ensure that the Authority of Signatory covers the present project and not the previous one.</p>
<p>INSTRUCTIONS TO BIDDERS</p>	<p>NO FURTHER DISCUSSION</p>
<p>BID DATA SHEET</p>	<p>The PMOIC stated that as provided under BDS Clause 24.2, bidders who have passed the short listing have to provide for a power point presentation on 19 February 2019 at 9:00 AM to discuss their understanding of the project scope, nature of work, and project requirements.</p> <p>xxx</p> <p>BDS Clause 17.3 Page 40</p> <p>xxx</p> <p>Each Bidder shall submit One (1) original and One (1) copy of the first and second components of its bid. Bidders are also required to submit searchable PDF format of their technical proposal.</p> <p>xxx</p> <p>The agent of Asiagate Networks Inc. raised that during the previous bidding, the second sentence of the aforementioned provision has been deleted. She now asked if the same will still be applied in the present project.</p> <p>The PMOIC stated that he will review this matter for further</p>

	clarification with the End-User.
SPECIAL CONDITIONS OF THE CONTRACT	NO HIGHLIGHT
TERMS OF REFERENCE	<p>Terms of Reference Page 78</p> <p>xxx</p> <p>c. Report Generation/Dashboards - (Datasets can be exported in CSV format for further analysis)</p> <p>xxx The representative of Asiagate Networks inquired for the estimated number of copies of the required report generation/ dashboards.</p> <p>The End-User stated that they will review this matter for issuance of clarification in the Bid Bulletin.</p> <p>Moreover, the bidder asked if there is still a need for them to submit their written clarification as with regards to the present bidding.</p> <p>The PMOIC answered in the affirmative to make it all official and in record.</p> <p>xxx</p> <p>Terms of Reference Page 87</p> <p>xxx</p> <p>Warranty/ System Maintenance period (to be divided in four (4) equal payments for a period of two (2) years)</p> <p>xxx The representative of Asiagte Networks Inc. sought to clarify the period of warranty/ system maintenance.</p> <p>The Vice Chairperson explained that there are four (4)</p>

milestones contemplated in the present project where the procuring entity will furnish its payment of at least one-fourth (1/4) of the contract amount every six (6) months of the year or every submission of the progress report.

To further clarify this matter with the End-User, the Vice-Chairperson asked the bidder to put this concern in writing for clarification and discussion with the End-User.

XXX

On the matter of deliverables, the bidder observed that there exists an inconsistency where the requirement under the TOR of twenty (20) copies of software operations manual is incompatible with the requirement under the proposed terms of payment of fifty (50) copies.

The Committee took note of this matter subject to review of the End-User. The PMOIC likewise advised the bidder to include this concern in their written clarification.

Moreover, the agent of Asiagate Networks Inc. raised another contradiction as to the sequence of data migration in the TOR and in the proposed terms of reference.

The Vice-Chairperson explained that the submission need not be in sequence as long as their technical documents are complete.

Nonetheless, the PMOIC acknowledged this observation and asked for the suggestion of the End-User.

As for the software operations manual, the representative of Asiagate Networks Inc. stated that considering that the manual to be submitted is still subject for revision and approval of the End-User, she then recommended if they can reduce the amount of copies into one (1) copy.

The Committee likewise suggested this matter to be put in writing.

XXX

	<p>As to the matter of scope of work, the bidder sought to know if they are still responsible for the accreditation of the MFOWS.</p> <p>The End-User stated that this is still subject for review. He then suggested to the bidder to put this issue into writing.</p>
BID FORMS	NO HIGHLIGHT

OTHER MATTERS	<p>The agent of Asiagate Networks Inc. inquired for the estimated period until the issuance of Notice of Award.</p> <p>The PMOIC explained that there is still a long process before the issuance of Notice of Award, starting from the bid evaluation to issuance of the Notice of Highest Rated Responsive Bid, probably taking one and a half month (1 ½) month.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 4:53 PM
CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on January 30, 2019.
PREPARED BY	<p>(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT</p>

CERTIFIED CORRECT

(SGD.)

MR. WEBSTER M. LAUREÑANA
PMOIC, Bids and Awards Committee V

(SGD.)

MR. JACK G. MERCADO
Vice Chairperson, Bids and Awards Committee V

(SGD.)

MS. TERESITA J. DELA CRUZ
Chairperson, Bids and Awards Committee V