



MINUTES OF MEETING

17 December 2019 1:30 PM CONFERENCE ROOM C

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| MEETING CALLED BY | Internal Bids and Awards Committee 1 | | | | | | | | | | | | | | | | | | |
| TYPE OF MEETING | Pre-bid Conference | | | | | | | | | | | | | | | | | | |
| PROJECT | Supply, Delivery and Commissioning for 1 year Subscription of E-mail and Collaboration Tool for PS | | | | | | | | | | | | | | | | | | |
| REFERENCE NO. | PB No. 19-008-2019 | | | | | | | | | | | | | | | | | | |
| ATTENDEES | <p>Internal Bids and Awards Committee 1</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Atty. Michelle Anne Recto</td> <td>Chairperson</td> </tr> <tr> <td>Joseph Conrad Dueñas</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Mary Ann Peñaflor</td> <td>Member</td> </tr> </table> <p>TWG</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Karl Michael Espejo</td> <td>Member</td> </tr> <tr> <td>Alvin Colambo</td> <td>Member</td> </tr> </table> <p>Secretariat:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Chamel Fiji Melo</td> <td>Member</td> </tr> <tr> <td>Fortunato Cortez, Jr.</td> <td>Member</td> </tr> </table> <p>Bidder/s:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Charles Enad</td> <td>IP Converge Data Service Inc.</td> </tr> <tr> <td>Emily Solidum</td> <td>J. Legaspi Computer Graphics</td> </tr> </table> | Atty. Michelle Anne Recto | Chairperson | Joseph Conrad Dueñas | Vice-Chairperson | Mary Ann Peñaflor | Member | Karl Michael Espejo | Member | Alvin Colambo | Member | Engr. Chamel Fiji Melo | Member | Fortunato Cortez, Jr. | Member | Charles Enad | IP Converge Data Service Inc. | Emily Solidum | J. Legaspi Computer Graphics |
| Atty. Michelle Anne Recto | Chairperson | | | | | | | | | | | | | | | | | | |
| Joseph Conrad Dueñas | Vice-Chairperson | | | | | | | | | | | | | | | | | | |
| Mary Ann Peñaflor | Member | | | | | | | | | | | | | | | | | | |
| Karl Michael Espejo | Member | | | | | | | | | | | | | | | | | | |
| Alvin Colambo | Member | | | | | | | | | | | | | | | | | | |
| Engr. Chamel Fiji Melo | Member | | | | | | | | | | | | | | | | | | |
| Fortunato Cortez, Jr. | Member | | | | | | | | | | | | | | | | | | |
| Charles Enad | IP Converge Data Service Inc. | | | | | | | | | | | | | | | | | | |
| Emily Solidum | J. Legaspi Computer Graphics | | | | | | | | | | | | | | | | | | |
| CALL TO ORDER | <ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:46 PM with the Chairperson presiding. 2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance. 3. Having established the required quorum, the Secretariat proceeded with the discussion of the activity. | | | | | | | | | | | | | | | | | | |

I. BID DOCUMENTS

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| INSTRUCTIONS TO BIDDERS | There were no amendments/revisions made and further instructions from the BAC under this section. |
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| BID DATA SHEET | There were no amendments/revisions made and further instructions from the BAC under this section. |
| GENERAL CONDITIONS OF THE CONTRACT | There were no amendments/revisions made and further instructions from the BAC under this section. |
| SPECIAL CONDITIONS OF THE CONTRACT | There were no amendments/revisions made and further instructions from the BAC under this section. |
| SCHEDULE OF REQUIREMENTS | There were no amendments/revisions made and further instructions from the BAC under this section. |
| TECHNICAL SPECIFICATIONS | There were no amendments/revisions made and further instructions from the BAC under this section. |
| TERMS OF REFERENCE | <p>IP Converge Data Service Inc. clarified whether Procurement Service (PS) has already been implementing the S/MIME or will it be included as a requirement in the Terms of Reference.</p> <p>The BAC responded that PS is currently implementing S/MIME on the client side.</p> <p>The same prospective bidder asked who is the current provider of the system to which the BAC responded that it is Kollab Guru Group.</p> |
| BIDDING FORMS | <p>The Chairperson advised all prospective bidders to make sure that all bidding forms must be dated and signed.</p> <p>The Chairperson also emphasized that in accomplishing the Bid Securing Declaration they should make sure that it is specific to the bidding project with its reference number indicated and that it must be addressed to Procurement Service.</p> |

III. TIMELINE

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| POSTING IN PHILGEPS | December 10, 2019 |
| PREBID CONFERENCE | December 17, 2019, 1:30 PM |
| LAST DAY OF ISSUANCE OF BID BULLETIN | December 30, 2019 |
| DEADLINE FOR SUBMISSION AND OPENING OF BIDS | January 6, 2020, 1:30 PM |

II. OTHER DISCUSSIONS

OTHER MATTERS

No other matters discussed.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **2:22 PM.**

CERTIFICATION

We certify that the foregoing is true account of Pre-bid Conference conducted on **17 December 2019.**

PREPARED BY

Internal Bids and Awards Committee 1:

Signature redacted

FORTUNATO CORTEZ, JR.
Secretariat

CERTIFIED CORRECT

Internal Bids and Awards Committee 1:

Signature redacted

ATTY. JOHN PAUL FERNANDEZ
Member

Signature redacted

MARY ANN PEÑAFLOR
Member

Signature redacted

MARK ANTHONY HUERTAS
Member

Signature redacted

JOSEPH CONRAD DUEÑAS
Vice Chairperson

Signature redacted

ATTY. MICHELLE ANNE RECTO
Chairperson

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.