



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
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MINUTES OF MEETING

Date : June 19, 2020

Time : 1:00 PM (Friday)

Venue : BFAR OSC Conference Room, 3rd/F PCA Bldg., Elliptical Road, Diliman, Quezon City and through video-conferencing via "Zoom" application.

Agenda: Pre-Bid Conference of:
2020-13 "SUPPLY, DELIVERY, AND INSTALLATION OF ENTERPRISE DATABASE MANAGEMENT SOFTWARE FOR LINUX PLATFORM".

Attendance : **BIDS AND AWARDS COMMITTEE**

1. Atty. Benjamin F. S. Tabios, Jr. – *Chairman*
2. Atty. Michael S. Andayog – *Vice-Chairman*
3. Marc Lawrence J. Romero – *Member*
4. Marylou Cabello – *Member (via Zoom)*
5. Sandra Victoria V. Arcamo – *Member (via Zoom)*
6. Nazario C. Briguera – *Member (via Zoom)*

END-USER/PROVISIONAL MEMBER

7. John Lemo Lumbre – *FIMC*
8. Milky Esquilon – *End-user's representative*
9. Bryan Alcaraz – *End-user's representative*

BAC SECRETARIAT

10. Rinalyn Dumol
11. Jeruffabelle A. Bayon

TECHNICAL WORKING GROUP (TWG)

12. Francis Vejerano – *Chairman, TWG*
13. Augusto Hernandez – *Vice Chairman, TWG*

OBSERVER/S

14. Jovelle Ann Varilla – *COA (via Zoom)*
15. Sabigan Marville – *Property Section*
16. Dave Cezar P. Dela Cruz – *Property Section*

PROSPECTIVE BIDDER/S

17. Benson Cruz – *Sage soft Solutions Inc.*
18. Jay-ar Victoria – *Trends & Tech Inc.*
19. Donna Magrare – *S1 Technologies Inc.*
20. Jay Ralph Barrantes – *HLYC Trading (via Zoom)*

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 1:00 PM with the Chairman presiding. 2. The Chairman presided the conference and acknowledged the presence of the attendees who are physically present and those that are via Zoom Application. 3. Having established the required quorum, the Chairman proceeded with the discussion of the Invitation to Bid (ITB) as posted and the general requirements for the procurement project. 4. After the discussion, the Chairman made sure that the prospective bidders are on the same page. He also hopes that the prospective bidders already read the bidding documents and because it was already posted in the BFAR website, PhilGEPS, and agency's conspicuous places particularly in the bulletin board of the BAC Secretariat's Office.
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Discussion:

BID DOCUMENTS													
INVITATION TO BID	<ol style="list-style-type: none"> 1. The procurement project has an Approved Budget for the Contract (ABC) amounting to FOUR MILLION TWO HUNDRED THOUSAND PESOS ONLY (Php 4,200,000.00). The schedule and venue of the procurement activities were also discussed: xxx <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">PROCUREMENT ACTIVITY</th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">TIME</th> <th style="width: 30%;">VENUE</th> </tr> </thead> <tbody> <tr> <td>DEADLINE OF SUBMISSION OF BIDS</td> <td>July 01, 2020 Wednesday</td> <td>12:30 PM</td> <td>BFAR BAC OFFICE 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> <tr> <td>DATE OF OPENING OF BIDS</td> <td>July 01, 2020 Wednesday</td> <td>1:00 PM</td> <td>BFAR Conference Room 3rd Flr. PCA Bldg., Diliman, Q.C.</td> </tr> </tbody> </table> <p>xxx</p> <ol style="list-style-type: none"> 2. The Chairman emphasized that late bids shall not be accepted. 3. The Chairman clarifies to the prospective bidders that the project is consists of one (1) lot. The price offer should not exceed the ABC. 4. The cost of the bidding documents where the prospective bidders wishes to bid on was also explained. It is in the amount of Php 5,000.00. 	PROCUREMENT ACTIVITY	DATE	TIME	VENUE	DEADLINE OF SUBMISSION OF BIDS	July 01, 2020 Wednesday	12:30 PM	BFAR BAC OFFICE 3 rd Flr. PCA Bldg., Diliman, Q.C.	DATE OF OPENING OF BIDS	July 01, 2020 Wednesday	1:00 PM	BFAR Conference Room 3 rd Flr. PCA Bldg., Diliman, Q.C.
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INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS												

<p>BID DATA SHEET</p>	<p>1. The Chairman said that the Single Largest Completed Contract (SLCC) must be equivalent to at least fifty percent (50%) of the ABC and it should have been completed within 5 years prior to the deadline for the submission and receipt of bids. For this purpose, similar contract shall refer to:</p> <p><i>Supply, Delivery, and Installation of Enterprise Database Management Software</i></p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p><i>Supply, Delivery, and Installation of Enterprise Database Management Software for Linux Platform</i></p> <p>Under Qualification Requirements, the Vice Chairman clarifies if what particular form to be required that the bidder should be involved in the IT related business operation for at least 5 years.</p> <p>During the discussion on what will be the requirement for this, the BAC suggested that SLCC will suffice this particular requirement.</p> <p>The end-user and the TWG members agreed on this.</p> <p>Also, an agreement made to add the Certified true copy of After Sales Support for 24/7/52 in the Supplemental Bid Bulletin.</p> <p>A form of Certificate of Employment must be part of the requirement to identify personnel who is skilled in Linux Systems Administration.</p> <p>As part of the duties and responsibilities of the winning bidder, a prospective bidder asked if it is okay to train the personnel through online. The end-user is amenable to this arrangement as an option in order to avoid the chance of acquiring the coronavirus.</p>
<p>BIDDING FORMS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>CHECKLIST OF BID ENVELOPE REQUIREMENTS FOR BIDDERS</p>	<p>NO QUESTIONS FROM BIDDERS</p>
<p>OTHER MATTERS</p>	<p>The Committee reminded the bidders on the dates of deadline of submission of the</p>

	bidding documents and the bid opening.
ADJOURNMENT	Having no other matters for discussion, the meeting adjourned at 2:00 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted June 19, 2020 .

Prepared by:

Original signed
JERUFFABELLE A. BAUYON
 BAC Secretariat

Noted by:

Original signed
MADELEINE E. MANAPAT
 Head, BAC Secretariat

Approved by:

Original signed
ATTY. BENJAMIN F.S. TABIOS, JR.
 Chairman, BAC