



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT COMPUTER
SOFTWARE FOR THE BUREAU OF FIRE PROTECTION (BFP)

Bid Reference No.: GPG-B1-2020-102

Approved Budget for the Contract: P 7,390,229.43

01 December 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 5:30pm

In attendance are:

FOR PITC BAC-I (via ZOOM)
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Atty. Roxanne Marie Q. Cruz, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – BFP (via ZOOM)
Supt. Jenny F. Oasay, Alt. Prov. Member

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply, Delivery and Installation of one (1) Lot Computer Software for the Bureau of Fire Protection (BFP). After which, Chair introduced the BAC members and end-user’s representatives from BFP.
- Chair acknowledged the presence of the prospective Bidders present in this pre-bid conference via zoom. namely:
 1. Accel Prime Technologies, Inc – Dennis Rosario and Rick Sy
 2. Netplay, Inc. – Jack Jacinto and Michelle Castroverde
 3. Tiger Consulting and Software Development Inc. - Christine Vidad
- Chair stated that this project is open to authorized Philippine Distributor/Reseller/Dealer of Computer Software for the above Procurement Project. (hereafter referred to as GOODS/SERVICES).
- At the same time, Delivery Requirements of the Goods is required as follow:

Delivery Period:	Delivery Place
Within Thirty (30) calendar days upon receipt of Notice to Proceed	Bureau of Fire Protection National Headquarters, Agham Road, Sitio San Roque Brgy. Bagong Pag-asa, Quezon City

- Chair informed that to be able to participate in this project, Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Similar shall mean “**Computer Software**”

- Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** shall contain the Technical component and **Envelope 2** will only contain the Financial component.

- **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
- **Sealing/Markings:** The **Two Envelopes** will then be placed in a **master envelope**. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents Legal Documents		Chair's Instructions
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership)	<p>If a Bidders is already a PhilGEPS Platinum Member, Bidders can submit the Platinum Membership Certificate. The Platinum Membership can substitute for the three (3) legal documents enumerated below (b), (c), and (d).</p> <p>However, Bidder must ensure that the documents listed in "Annex A" of the certificate are valid and current. If any of the document has expired, Bidder must submit the valid and current document.</p>
(b)	SEC/DTI Registration Certificate or its equivalent	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietorship a copy of valid and current DTI business registration; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
(c)	Mayor's or Business permit or its equivalent document	<p>Bidders must submit a 2020 Mayor's Permit issued by the city or municipality where the principal place of business of the prospective Bidders is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>In case or recently expired Mayor's / Business permits, it shall be accepted together with the official receipt as proof that the Bidders has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement</p>
(d)	Tax clearance	Bidders must submit their valid and current Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.
Technical Documents		Chair's Instruction
(e)	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	<ul style="list-style-type: none"> • Bidders to refer to the sample form provided in the Bidding Documents. (<i>Section IX. Bid Forms Page 47 of 63</i>); • Bidders to provide all the required information; and • The form must be signed by the Bidder's Authorized Representatives <p>Note: Additional sheets can be used for as long as the authorized representative signs the last page.</p>

(f)	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents	<ul style="list-style-type: none"> • A sample form is again provided in the Bidding Documents. (Section IX. Bidding Forms Page 48 of 63); • Bidders to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> (1) Copy of End User's Acceptance; OR (2) Copy of Official Receipt/s; OR (3) Copy of Sales Invoice with Collection Receipt/s • The form must be signed by the Bidder's Authorized Representative/s.
(g)	Bid Security or Notarized Bid Securing Declaration	Bidders to submit the original copy of the Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; OR Original copy of Notarized Bid Securing Declaration which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.
(h)	<u>Technical Requirements</u>	<p>(1) Duly Complied Section VI. Schedule of Requirements;</p> <ul style="list-style-type: none"> • Bidders to supply the data required on the last part of the form and signed by the Bidder's Authorized Representative per (Section VI. Schedule of Requirements Page 27 to 29 of the Bidding Documents). <p>(2) Duly Complied Section VII. Technical Specifications</p> <ul style="list-style-type: none"> • Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance"; • Bidders to supply the data required and signed by the Bidder's Authorized Representative per (Section VII. Technical Specifications Page 30 of 63). <p>For Reference:</p> <ul style="list-style-type: none"> • Annex I (6 pages) - Section VII. Technical Specifications Page 31 to 36 of the Bidding Documents. • Annex I-A (5 pages) - Section VII. Technical Specifications Page 37 to 41 of the Bidding Documents. <p>(3) List and Specify the Brand and Version of Computer Software Being Offered for the Following Items in the Lots:</p> <ol style="list-style-type: none"> 1. Anti-Virus End Point Protection 2. Anti-Virus Remote Security Management 3. Adobe Photoshop 4. MS Windows Server Operating System 5. Database Server Software (MSSQL) 6. Microsoft Visual Studio (Latest Version)

		<p>(4) Product Brochure and/or Technical Data Sheet of the Computer Software being offered showing compliance to the technical specifications and features for the following software packages:</p> <ol style="list-style-type: none"> 1. Anti-Virus End Point Protection 2. Anti-Virus Remote Security Management 3. Adobe Photoshop 4. MS Windows Server Operating System 5. Database Server Software (MSSQL) 6. Microsoft Visual Studio (Latest Version) <p>If not in English, must be subject to requirement per Clause 10.3 of the Instructions to Bidders.</p> <p>(5) For Anti-Virus: Certification from the Anti-Virus Developer that the Anti-Virus End Point Protection are recognized by ICSA Lab and NSS Lab. Certified by VB100, AV Comparatives with +Advance rating at least for 3 consecutive years.</p> <p>(6) Certificate of Performance Evaluation with a rating of at least Very Satisfactory, issued by bidder's Single Largest Completed Contract Client the bidder on the following parameters:</p> <ol style="list-style-type: none"> a) Timely delivery; b) Compliance to Specifications and Performance; c) Warranty; and d) After Sales Service <p>Sample Format attached as Annex II</p> <p>(7) Omnibus Sworn Statements (Revised) using the form prescribed.</p>
	Financial Documents	Chair's Instructions
(i)	Supplier's Audited Financial Statements	<p>Bidders to submit a Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):</p> <ol style="list-style-type: none"> (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;</p>
(i)	Net Financial Contracting Capacity (NFCC)	<p>Submission of a Net Financial Contracting Capacity (NFCC); OR</p> <p>Bidders may submit a Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>

Class "B" Documents	
(k)	If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
Other documentary requirements under RA No. 9184 (as applicable)	
(l)	[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Submission of a Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
(m)	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

II. FINANCIAL COMPONENT ENVELOPE

Financial Component		Chair's Instructions
(a)	Original of duly signed and accomplished Bid Form	A form is provided. (<i>Section IX. Bidding Forms, page 53 of 63</i>). Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.
(b)	Original of duly signed and accomplished Price Schedule(s)	A form is again provided per <i>Section IX. Bidding Forms, page 54 to 55 of the Bidding Documents</i> . Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.

Notes:

- 1) In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail over the checklist.
- 2) In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents

- The Chair inquired for questions/clarifications. No reply from bidders.

OTHER MATTERS:

- Bidders must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions which can be sent by email.

For questions/clarifications through Email:

CHAIR
Bids and Awards Committee I
Philippine International Trading Corporation (PITC)
Email: chair_bac1@pitc.gov.ph

Note: Maximum size of email with attachment is six (6) MB only

BID SCHEDULE:

- Bidders can send queries/concerns until **18 December 2020** (Friday)
- The Bid Opening is scheduled on **12 January 2021** (Tuesday, 11:00am)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 6:00pm

MINUTES TAKEN BY:

ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
LMC

APPROVED BY:

CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I