



## DENR Bids and Awards Committee for Regular Operations

### MINUTES OF BAC MEETING 08 September 2021

**Venue** : Field Operations Conference Room, 5<sup>th</sup> Floor, DENR Main Building & Online via Google Meet Platform

**Date/Time** : 08 September 2021, Wednesday; 10:30 AM onwards

**Agenda** : Pre-Bid Conference for the Supply and Delivery of Microsoft SQL Server Enterprise Core 2 Software License for the Department of Environment and Natural Resources -Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2021-030

#### I. ATTENDANCE

##### DENR Bids and Awards Committee

Atty. Norlito A. Eneran	Vice-Chairperson
Dir. Maria Elena Morillos Manila	Provisional Member/End-user
Mr. Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member

##### DENR Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Ms. Dianne G. Ibias	Member
Ms. Ann Joanna B. Villarama	Member
Ms. Ma. Rosario T. Santiago	Member
Mr. Antonio Bautista Jr.	Member/End-user
Mr. Dennis Guy Segovia	Member/End-user

##### BAC Secretariat

Ms. Jessa B. Montes	Member
Ms. Alleli G. Vergara	Member
Ms. Lia Cassandra Logmao	Member
Procurement Staff	
Other Office Staffs	

##### Attendance of Bidder/s

Bidder/s	Representatives
First Datacorp	<ul style="list-style-type: none"><li>• Tin Chua</li><li>• Lyra Dela Cruz</li></ul>

**\*Note:** Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 08 September 2021

## I. CALL TO ORDER

The meeting was called to order at 10:30 AM and presided by the BAC Vice Chairperson, to discuss the agenda stated above.

## II. ROLL CALL

The BAC Secretariat called the roll and informed the BAC Vice Chairperson that four (4) members are present which constitute a quorum. The BAC Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

## III. SALIENT FEATURES OF DISCUSSION

Supply and Delivery of Microsoft SQL Server Enterprise Core 2 Software License for the DENR-CO under Bid Ref. No. DENR-CO-2021-030

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to First Datacorp.
- Before the discussion started, prospective bidder affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulation (IRR).
- A brief presentation on the new and simplified bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements
  - ✓ Invitation to Bid
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
      - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
    - Statement of all its ongoing government and private contracts
      - Form provided as per Annex I of the bidding documents
      - Within the last 3 years
    - Statement of the Bidder's Single Largest Completed Contract (SLCC)
      - Form provided as per Annex I-A of the bidding documents
      - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
      - Attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice

▪ **Original Bid Security**

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
4,785,880.00	95,717.62	239,294.05	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- **Schedule of Requirements & Technical Specifications**
  - Duly conformed per Section VI and VII of the bidding documents
  - Write "comply" only
  - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- **Sworn Statement**
  - Form provided as per Annex III of the bidding documents
  - Usage of any of the following "or" or "and/or" in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and used the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
  - Attached Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary's Certificate/Board Resolution
- **Audited Financial Statements (AFS)**
  - Submit CY 2020 stamped "received" by the BIR or its duly accredited and authorized institutions dated CY 2021
- **Net Financial Contracting Capacity**
  - Form provided with detailed computation as per Annex IV of the bidding documents
  - Computation must be equal to the ABC of the project
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC
- ✓ **Financial Documents**
  - Completed and signed Financial Bid Form per Annex VI of the bidding documents
  - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
  - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
  - Signed and Accomplished Prices Schedule(s)
- ✓ **Documentary Requirements for Post-Qualification**
  - PO or Contract for all Ongoing Contracts as listed per submitted Annex I
  - Po, Contract or any equivalent document as proof of six (6) years of experience in providing similar project.

- After the presentation, the prospective bidders were given the chance to raise their queries and clarification which were answered as follows:

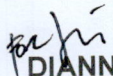
Queries/Clarifications	Response
Audited Financial Statement (AFS) <ul style="list-style-type: none"> <li>• Will the acknowledgement receipt for electronically submitted AFS be accepted?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, the acknowledgment receipt for electronically submitted AFS will be considered and will be subjected for validation.</li> </ul>
Terms of Reference <b>IV. Qualification of Bidder</b> <ul style="list-style-type: none"> <li>• What specific document can we submit to prove that we have 6 years' experience in providing similar project?</li> </ul> Project Requirements <ul style="list-style-type: none"> <li>• Will the electronically license certificate will suffice your requirement?</li> </ul>	<ul style="list-style-type: none"> <li>• Submit PO, Contract or any equivalent document as proof of six (6) years of experience in providing similar project</li> <li>• Bidders are required to submit both paper-based and electronic license certificate.</li> </ul>

- After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 08 September 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders on or before 13 September 2021 in order to proceed with the scheduled Bid Opening on 22 September 2021
- For the Secretariat, to include changes/amendments to the Bidding Documents on the bid bulletin, if any.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP5,000.00 not later than the scheduled submission of bids on 22 September 2021, 8:30 AM to be able to participate in the bidding.

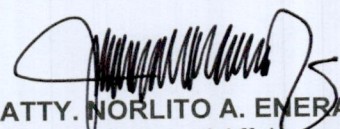
### III. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 11:30 AM.

Prepared by:

  
**DIANNE G. IBIAS**  
 OIC-Chief, Procurement  
 Management Section, PSMD &  
 Head, BAC Secretariat

Noted by:

  
**ATTY. NORLITO A. EMERAN, LLM, CESO III**  
 Director for Legal Affairs and  
 Vice Chairperson, Bids and Awards Committee