



DENR Bids and Awards Committee for Regular Operations

MINUTES OF BAC MEETING
15 September 2020

- Venue** : Online, DENR Compound & via Google Meet
- Date/Time** : 15 September 2020, Tuesday
10:00 AM onwards
- Agenda** : 1. Pre-Bid Conference for the Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources (DENR) Field Offices under Bid Ref. No. DENR-CO-2020-015
2. Pre-Procurement Conference for the following DENR Requirements:
- a) Procurement of Subscription for G-Suite Cloud Based Services for the Email, Storage, Collaboration and Office Productivity Suite of the Department of Environment and Natural Resources (DENR) under Bid Ref. No. DENR-CO-2020-010
 - b) Procurement of Multi-Platform Video Conferencing Hardware for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-014
 - c) Procurement of Firewall Maintenance for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-011

I. ATTENDANCE

DENR Bids and Awards Committee

ASec. Marcial C. Amaro, Jr.	Chairperson
Atty. Norlito A. Eneran	Vice Chairperson
Mr. Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member
Engr. Guillermo V. Estipona, Jr.	Provisional Member/End-User

BAC Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head, TWG
Engr. Roberto M. Aguda	Member
Eugene C. De Guzman	Member
Nizethal M. Aducal	Member
Engr. Christopher A. Atienza	Member
Ma. Rosario T. Santiago	Member
Alleli G. Vergara	Member

BAC Secretariat

Dianne G. Ibias	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member

Other office staffs

Attendance of Prospective Bidder/s

Prospective Bidder/s	Representative/s
1. Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources (DENR) Field Offices	
1. Netplay Inc.	Ms. Marivie Dayag Mr. Niczon Quirante
2. Microgenesis Business Systems	Ms. Leisa Ann Layola
3. American Technologies, Inc.	RG Eleazar

II. CALL TO ORDER

The meeting was called to order at 10:00 AM and presided by the Chairperson, to discuss the agenda stated above.

III. ROLL CALL

The BAC Secretariat called the roll and informed the Chairperson that five (5) members are present which constitute a quorum. The Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

IV. SALIENT FEATURES OF DISCUSSION

1. Pre-Bid Conference for the Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources (DENR) Field Offices

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
 - 1) Netplay Inc.
 - 2) Microgenesis Business Systems
 - 3) American Technologies, Inc.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
 - Packaging and Envelope Labeling Instructions
 - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
 - Invitation to Bid
 - Instruction to Bidders
 - Bid Data Sheet
 - General Conditions of the Contract
 - Special Conditions of the Contract
 - Eligibility Documents
 - Legal, Technical and Financial Requirements
 - Documentary Requirements for Post-Qualification

- Schedule of Requirements & Technical Specifications
 - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
- Bidding Forms
 - How to properly fill-out the required forms.
- Recommended format of the Secretary's Certificate
 - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
 - However, if the bidder has more than one (1) authorized representative and use 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".
- Checklist of Requirements

➤ During the meeting, the following questions/clarifications were raised:

Queries/Concerns	DENR Response
<ul style="list-style-type: none"> • Service Provider must have at least six (6) certified engineers to support the number of appliances deployed. 	<ul style="list-style-type: none"> • This qualification is being required in order to attain the highest standard of maintenance and support from the supplier
<ul style="list-style-type: none"> • Definition of Service Provider. Does it also include or is it categorized as a partner distributor and principal 	<ul style="list-style-type: none"> • The Service Provider will be the winning bidder. Since the declared winning bidder is the one who will provide and conduct maintenance and technical support to DENR's deployed products nationwide.
<ul style="list-style-type: none"> • Service Provider should have at least one (1) regional satellite office in Luzon, Visayas and Mindanao. 	<ul style="list-style-type: none"> • This requirement is being required in order to provide technical support on time and avoid delay in service.
<ul style="list-style-type: none"> • Normally, only limited partners have their own satellite offices. Would it be okay to rely on distributors? 	<ul style="list-style-type: none"> • It is specified in the Bidding Documents that sub-contracting is not allowed
<ul style="list-style-type: none"> • Is this project for renewal? 	<ul style="list-style-type: none"> • This is the first time that DENR will procure this project (Maintenance Service) because the first time is procurement. The DENR already have the hardware
<ul style="list-style-type: none"> • Would it be okay to ask the model of the existing license applied in the hardware and its validity? 	<ul style="list-style-type: none"> • The license has expired and this project is being procured in order to renew the license of the Appliances. Model, brand and quantity of the appliances are already indicated in the Terms of Reference under project requirements.
<ul style="list-style-type: none"> • As for the service provider must be at least platinum partner of the product they are supplying requirement, can it be relaxed in to at least gold partner? 	<ul style="list-style-type: none"> • The request is noted. It will be indicated in the bid bulletin if the request is denied or approved.
<ul style="list-style-type: none"> • Is it possible to include in the Terms of Reference that the winning bidder should have a service unit on standby to replace reported defective unit? 	<ul style="list-style-type: none"> • The suggestion is noted. It will be indicated in the bid bulletin if the request is denied or approved.
	<ul style="list-style-type: none"> • Addresses of the sites will be provided through bid bulletin.

- The end-user also discussed/gave emphasis on the Section III of the TOR, Service Provider's Qualification. The following information were further clarified:
 1. Letter B.
DENR required six (6) certified engineers in order to fully support the one hundred forty two (142) appliances deployed in the DENR-CENROs.
 2. Letter C.
This qualification is being required in consideration to the current situation due to COVID 19 and to assure quick response from the Service Provider. Also, to guarantee that all requirements listed in the scope of work of the TOR, specifically the basic maintenance technical support clauses such as committed response time will be complied
 3. Letter D.
The winning bidder should conduct and have the capacity to provide technical support.

2. Pre-Procurement Conference

a) Procurement of Subscription for G-Suite Cloud Based Services for the Email, Storage, Collaboration and Office Productivity Suite of the Department of Environment and Natural Resources (DENR) under Bid Ref. No. DENR-CO-2020-010

- The committee discussed and confirmed the following:
 - Approved budget for the contract (ABC) is P 5,400,000.00 with corresponding earmarking of funds.
 - In accordance with the PPMP & APP.
- Before the Bidding documents were discussed the end-user representative discussed the basis of costing/pricing of the project.
- The BAC Secretariat then presented to the BAC the prepared bidding documents for the Procurement of Subscription for G-Suit Cloud Based Services for of the Email, Storage, Collaboration and Office Productivity Suite of the DENR-CO.
- The BAC agreed with the proposed schedule of the bidding activities as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 5:00 PM only Mondays to Fridays Starting 16 September 2020	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders on the Conduct of Online Conferences	22 September 2020, (Tuesday) 1:00 PM	Online via Google Meet Platform
3. Pre-Bid Conference	23 September 2020, (Wednesday) 1:30 PM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & Online via Google Meet Platform
4. Submission of Bid Documents	06 October 2020, (Tuesday) 12:30 PM	BAC Secretariat, PSMD Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City

5. Opening of Bids	06 October 2020, (Tuesday) 1:30 PM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & Online via Google Meet Platform
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- Unnotarized documents and Expired Business/mayor's permit with attached application for Business/mayor's permit and official receipt will be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- As for Terms of payment for this project, industry standard is a one-time payment. Since once the password and username for this project is given by the winning bidder, the service can be used for a year and the same username and password cannot be given to other parties. Therefore, progressive billing is not possible

b) Procurement of Multi-Platform Video Conferencing Hardware for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-014

- The committee discussed and confirmed the following:
 - Approved budget for the contract (ABC) is P 2,350,000.00 with corresponding earmarking of funds.
 - In accordance with the PPMP & APP.
- The BAC Secretariat presented to the BAC the prepared bidding documents for the Procurement of Multi-Platform Video Conferencing Hardware for the DENR-CO.
- The BAC agreed with the proposed schedule of the bidding activities as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 5:00 PM only Mondays to Fridays Starting 16 September 2020	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders on the Conduct of Online Conferences	22 September 2020, (Tuesday) 1:00 PM	Online via Google Meet Platform
3. Pre-Bid Conference	23 September 2020, (Wednesday) 2:30 PM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & Online via Google Meet Platform
4. Submission of Bid Documents	06 October 2020, (Tuesday) 1:30 PM	BAC Secretariat, PSMD Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
5. Opening of Bids	06 October 2020, (Tuesday) 2:30 PM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & Online via Google Meet Platform

- The end user mentioned that for this project, multiplatform approach was also considered. It can be used for Zoom, Goolemeet, microsoft and other online platform used for virtual meeting.

c) **Procurement of Firewall Maintenance for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-011**

- The committee discussed and confirmed the following:
 - Approved budget for the contract (ABC) is P 6,400,000.00 with corresponding earmarking of funds.
 - In accordance with the PPMP & APP.
- The BAC Secretariat presented to the BAC the prepared bidding documents for the Procurement of Firewall Maintenance for the DENR-CO.
- The BAC agreed with the proposed schedule of the bidding activities as follows:

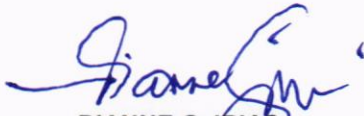
ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 5:00 PM only Mondays to Fridays Starting 16 September 2020	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders re: Pre-Bid Conference	22 September 2020, (Tuesday) 1:00 PM	Online via Google Meet Platform
3. Pre-Bid Conference	23 September 2020, (Wednesday) 10:00 AM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & via Google Meet Platform
4. Submission of Bid Documents	06 October 2020, (Tuesday) 9:30 AM	BAC Secretariat, PSMD Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
5. Opening of Bids	06 October 2020, (Tuesday) 10:00 AM	Field Operations Conference Room, 5 th Floor, DENR Main Building, Visayas Ave., Diliman, Quezon City & via Google Meet Platform

- To be included in the bidding documents, this project is subject for early procurement and notice of award will be issued upon the approval of GAA.

V. ADJOURNMENT

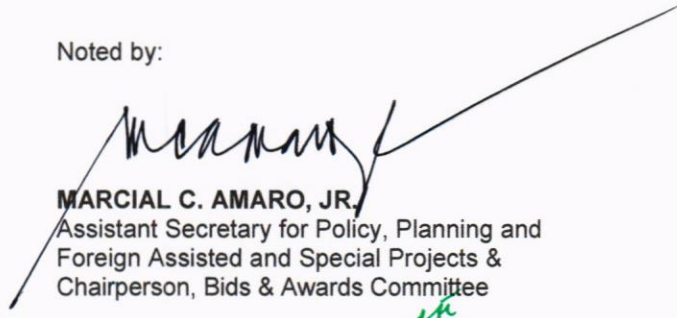
There having no matters to discuss, the BAC meeting was adjourned at 3:00 PM.

Prepared by:



DIANNE G. IBIAS
OIC-Chief, Procurement Management Section

Noted by:



MARCIAL C. AMARO, JR.
Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects & Chairperson, Bids & Awards Committee