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Department of Environment and Natural Resources
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Subject: LETTER DTD 09/29/2020 Minutes of BAC Meeting dated 23 September 2020

Addressee(s): Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects (DENRCO-OASECPPFASP)

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ROUTING AND ACTION INFORMATION

| FROM | DATE/TIME RECEIVED | FOR/TO | DATE/TIME RELEASED | ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS |
|--------------------|---------------------------|----------------------------|---------------------------|---|
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| DENRCO - ASPSMD | | DENRCO- OASECPPFA SP | 09/29/2020 09:51:49 AM | |

See Memo 9/29/20

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*Dr.
Pte*



DENR Bids and Awards Committee for Regular Operations

**MINUTES OF BAC MEETING
23 September 2020**

Venue : DENR Main Compound and Online via Google Meet Platform

Date/Time : 23 September 2020, Wednesday
10:00 AM onwards

Agenda : **Pre-Bid Conference for the following DENR requirements:**

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

I. ATTENDANCE

DENR Bids and Awards Committee

| | |
|-----------------------------------|-----------------------------|
| ASec Marcial C. Amaro, Jr. | Chairperson |
| Atty. Norlito A. Eneran | Vice Chairperson |
| Dir. Maria Ellena Morillos Manila | End-User/Provisional Member |
| Evelyn G. Nillosan | Alternate Vice Chairperson |
| Elizar S. Cantuba | Member |
| Engr. Gilbert C. Mondroy | Alternate Member |

BAC Technical Working Group

| | |
|---------------------------------|--------|
| Atty. Anthony Raymond Velicaria | Head |
| Engr. Roberto Aguda | Member |
| Ira Chris Savella | Member |
| Gilbert Castro | Member |
| Dianne G. Ibias | Member |
| Jessa B. Montes | Member |
| Ann Joanna B. Villarama | Member |
| Nizethal A. Matias | Member |
| Eugene De Guzman | Member |
| Alleli G. Vergara | Member |
| Ma. Rosario T. Santiago | Member |

Attendance of Prospective Bidder/s

| Prospective Bidder/s | Representative/s |
|---|---|
| <i>A. Procurement of Firewall Maintenance for the Department of Environment and Natural Resources-Central Office (DENR-CO)</i> | |
| 1) Eastreet-Eastmart Innovative Solutions | Jericho G. Galdones |
| 2) Solutions Partner, Inc. | Edwin Lim |
| 3) Microdata Systems and Management Inc. | Jun Mortero Rodel Christopher Malana |
| <i>B. Procurement of Subscription of G Suite Cloud-based Services for the Email, Storage, Collaboration and Office Productivity Suite of the Department of Environment and Natural Resources (DENR)</i> | |
| 1) Kollab Guru Group, Inc. | Jeffrey Bucaneg Ruffa Miguel |
| 2) Mybusybee, Inc. | Christine Ocampo Noemi Ergino |
| <i>C. Procurement of Multi-Platform Video Conferencing Hardware for the Department of Environment and Natural Resources-Central Office (DENR-CO)</i> | |
| 1) Radenta Technologies Inc. | Cherrie Mae Cuela |
| 2) The Brain Computer Corp. | Norman Alcantara Elizabeth David |
| 3) American Technologies Inc. | John Ralph Ramba |
| 4) IMATECH Corporation | Nicandro Bonaobra |

***Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 23 September 2020**

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 six (6) 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

A. **Pre-Bid Conference** for the 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 BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
 1. Eastreet-Eastmart Innovative Solutions.;
 2. Solutions Partner, Inc.; and
 3. Microdata Systems and Management 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-up the required forms.
 - Indicate "0" or "-" to items offered for free and do not leave any blank. Failure to do so will result in a rating of "Failed".
 - ✓ 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 discussion, issues and concerns were raised by the prospective bidder and were clarified by the BAC and end-user as stated below:

| Issues/Concerns | Response |
|---|---|
| With regards to the project, is it a new Firewall? | Per the BAC, kindly review the project requirements stated in the Terms of Reference (TOR). |
| Regarding the Maintenance stated in the title of the project, is it new or renewal? | Per the BAC, maintenance means the winning bidder must also support the firewall like the subscription or the licenses needed for the year. |

- 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 28 September 2020.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 29 September 2020 in order to proceed with the scheduled Bid Opening on 06 October 2020.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.

- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP10,000.00 not later than the scheduled submission of bids on 06 October 2020, 9:30 AM to be able to participate in the bidding.

B. Pre-Bid Conference for the Procurement of Subscription of 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 BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following bidders:
 - 1) Kollab Guru Group, Inc.;and
 - 2) Mybusybee, 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-up the required forms.
 - Indicate “0” or “-” to items offered for free and do not leave any blank. Failure to do so will result in a rating of “Failed”.
 - ✓ 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 discussion, issues and concerns were raised by the prospective bidder and were clarified by the BAC and end-user as stated below:

| Issues/Concerns | Response |
|--|--|
| Can this be clear regarding the TOR specifically in page 64 which states that DENR shall not shoulder any cost related to additional licenses? | Per the BAC, for the DENR not to shoulder if there are additional licenses needed by the Supplier that is not required in the project. |
| For page 63 of the Terms of Reference, what will be your plan for the 350 users? | Per the BAC, 350 users will be for Business Plan. |

- 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 28 September 2020.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 29 September 2020 in order to proceed with the scheduled Bid Opening on 06 October 2020.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP10,000.00 not later than the scheduled submission of bids on 06 October 2020, 12:30 PM to be able to participate in the bidding.

C. Pre-Bid Conference for the 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 BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
 1. Radenta Technologies, Inc.;
 2. The Brain Computer Corp.;
 3. American Technologies, Inc.; and
 4. IMATECH Corporation
- 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
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 - 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-up the required forms.
 - Indicate "0" or "-" to items offered for free and do not leave any blank. Failure to do so will result in a rating of "Failed".

- ✓ 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 discussion, issues and concerns were raised by the prospective bidder and were clarified by the BAC and end-user as stated below:

| Issues/Concerns | Response |
|---|---|
| With regards to the Single Largest Completed Contract with similar in nature "Supply and Delivery of Videoconferencing Hardware", can Supply and Delivery of various Multimedia Hardware be accepted? | Per the BAC, it will be discussed if "similar in nature" will be replaced/changed and if so, it will be posted thru Bid Bulletin. |

- 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 28 September 2020.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 29 September 2020 in order to proceed with the scheduled Bid Opening on 06 October 2020.
- For the Secretariat, to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/revised based on the latest issuances relative to the procurement.
- 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 06 October 2020, 1:30 PM to be able to participate in the bidding.

V. ADJOURNMENT

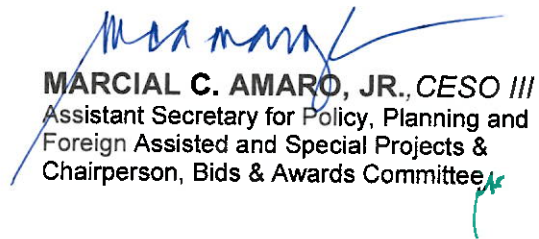
There having no matters to discuss, the BAC meeting was adjourned at 3:00 PM.

Prepared by:



DIANNE G. IBIAS
 OIC Chief, Procurement Management Section &
 Member, BAC Secretariat

Noted by:



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