



**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING  
05 November 2020**

- Venue** : Online via Google Meet Platform
- Date/Time** : 05 November 2020, Thursday  
9:30 AM onwards
- Agenda** : **Pre-Bid Conference for the following DENR Projects:**
- A. Procurement of Microsoft Server Operating System and Client Access License (CAL) for the DENR- Central Office under Bid Ref No. DENR-CO-2020-028
  - B. Procurement of Multimedia Projector for the DENR-Central Office under Bid Ref No. DENR-CO-2020-018
  - C. Procurement of Subscription to Adobe Creative Cloud for Teams for the DENR-Central Office under Bid Ref No. DENR-CO-2020-027
  - D. Procurement of Various Network Equipment for the DENR-Central Office and Staff Bureaus under Bid Ref No. DENR-CO-2020-026

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

ASEC Marcial C. Amaro, Jr.	Chairperson
Dir. Norlito A. Eneran	Vice Chairperson
Dir. Maria Elena Morillos- Manila	Provisional Member/End-User
Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member

**BAC Technical Working Group**

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Dianne G. Ibias	Member
Eugene C. De Guzman	Member
Gilbert C. Castro	Member
Nizethal A. Matias	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Lia Kassanda A. Logmao	Member
Alleli G. Vergara	Member

BAC Secretariat Members  
Other office staffs

<b>Bidder/s</b>	<b>Representative/s</b>
A. Procurement of Microsoft Server Operating System and Client Access License (CAL) for the DENR- Central Office under Bid Ref No. DENR-CO-2020-028	
• First DataCorp	Ms. Lourice Theresa Tesico Montana
• Columbia Technologies, Inc.	Ms. Aiza Mendoza
B. Procurement of Multimedia Projector for the DENR-Central Office under Bid Ref No. DENR-CO-2020-018	
• The Brain Corporation	Ms. Elizabeth P. David
C. Procurement of Subscription to Adobe Creative Cloud for Teams for the DENR-Central Office under Bid Ref No. DENR-CO-2020-027	
• Mybusybee Inc.	Ms. Noemi L. Ergino
	Ms. Christine S. Ocampo
• First Datacorp	Ms. Sheree Lyn B. Lepaopao
• Epartners Solutions Inc.	Ms. Dannah M. Jagong
D. Procurement of Various Network Equipment for the DENR-Central Office and Staff Bureaus under Bid Ref No. DENR-CO-2020-026	
• Trends and Technologies, Inc.	Mr. Gerry Baquiran

*\*Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 05 November 2020*

**II. CALL TO ORDER**

The meeting was called to order at 9:30 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**

- A. Procurement of Microsoft Server Operating System and Client Access License (CAL) for the DENR- Central Office under Bid Ref No. DENR-CO-2020-028
- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
    - 1) First DataCorp (FDC) and
    - 2) Columbia 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 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
  - ✓ 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 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".
  - ✓ Checklist of Requirements
- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications which were answered by the end-user unit as follows:

Queries/Clarifications	Response
On Similar in Nature for Single Largest Completed Contract (SLCC) <ul style="list-style-type: none"> <li>• Will Adobe License be acceptable as the Similar in Nature for SLCC?</li> </ul>	<ul style="list-style-type: none"> <li>• No because Adobe is not an operating system.</li> <li>• Any License under Microsoft will be acceptable.</li> </ul>

- After thorough discussions, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 09 November 2020, 12:00 NN.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 11 November 2020 in order to proceed with the scheduled Bid Opening on 18 November 2020.
  - 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 18 November 2020, 9:00 AM to be able to participate in the bidding.
- B. Procurement of Multimedia Projector for the DENR-Central Office under Bid Ref No. DENR-CO-2020-018**
- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, The Brain Corporation represented by Ms. Elizabeth P. David.



- Before the discussion started, the prospective bidder affirmed its familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (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
    - ✓ 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 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".
    - ✓ Checklist of Requirements
  - After the presentation, the prospective bidder was given the chance to raise its queries. However, the prospective bidder encountered audio problem and notified the committee that they will send a letter for their further clarifications or queries in particular to the project's Terms of Reference.
  - After thorough discussions, the prospective bidder was advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 9 November 2020, 5:00 PM.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 11 November 2020 in order to proceed with the scheduled Bid Opening on 18 November 2020.
  - 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 18 November 2020, 9:30 AM to be able to participate in the bidding
- C. Procurement of Subscription to Adobe Creative Cloud for Teams for the DENR-Central Office under Bid Ref No. DENR-CO-2020-027
- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
    - 1) Mybusybee Inc.;
    - 2) First Datacorp.; and
    - 3) Epartners Solutions 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 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
  - ✓ 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 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".
  - ✓ Checklist of Requirements
- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications which were answered by the end-user unit as follows:

Queries/Clarifications	Response
<ul style="list-style-type: none"> <li>• Will an Electronic acknowledgement from BIR for the online submission of Income Tax Return be acceptable?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, if BIR practices online acknowledgement.</li> </ul>

- After thorough discussions, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 09 November 2020, 12:00 NN.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 11 November 2020 in order to proceed with the scheduled Bid Opening on 18 November 2020.
  - 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 09 November 2020, 12:30 PM to be able to participate in the bidding.
- D. Procurement of Various Network Equipment for the DENR-Central Office and Staff Bureaus under Bid Ref No. DENR-CO-2020-026**
- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, Trends and Technologies, Inc. (Trends) represented by Mr. Gerry Baquiran.



- 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 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
  - ✓ Instruction to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
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    - 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 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".
  - ✓ Checklist of Requirements
- After the presentation, prospective bidders were given the chance to raise their queries and clarifications which were answered by the end-user unit as follows:

Queries/Clarifications	Response
<ul style="list-style-type: none"> <li>• Will Awarded Project/s without duly received Notice to Proceed be also included in the List of Ongoing Projects?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<ul style="list-style-type: none"> <li>• Will Certificate of SEC Registration suffice as the proof that the Bidder have at least ten (10) years' experience in the information and communications technology (ICT)?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, Registration Certificate from SEC will suffice.</li> </ul>

- After thorough discussions, Trends was advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 9 November 2020, 5:00 PM.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 11 November 2020 in order to proceed with the scheduled Bid Opening on 18 November 2020.
- 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 PhP 25,000.00 not later than the scheduled submission of bids on 09 November 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 3:30 PM.

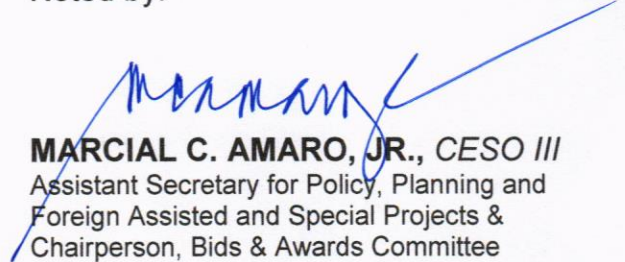
Prepared by:



**DIANNE G. IBIAS**

OIC Chief, Procurement Management Section &  
Head, 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