



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

**MINUTES OF BAC MEETING  
22 October 2020**

**Venue** : Online via Google Meet Platform

**Date/Time** : 22 October 2020, Thursday  
1:30 PM onwards

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

- A. Supply and Delivery of Fifty (50) Sets of Brand-New Desktop Computers for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-022
- B. Procurement of Subscription to Web-Based Active Directory Management and Helpdesk System for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-023

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

ASEC Marcial C. Amaro, Jr.	Chairperson
Dir. Maria Elena Morillos- Manila	Provisional Member/End-User
Evelyn G. Nillosan	Alternate Vice Chairperson
Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member
Engr. Guillermo V. Estipona, Jr.	Alternate Member

**BAC Technical Working Group**

Engr. Roberto M. Aguda	Member
Dianne G. Ibias	Member
Eugene C. De Guzman	Member
Gilbert C. Castro	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Lia Kassanda A. Logmao	Member

**BAC Secretariat**

Alleli G. Vergara	Member
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Other office staffs

## Attendance of Bidder/s

### Bidder/s

### Representative/s

A. Supply and Delivery of Fifty (50) Sets of Brand New Desktop Computers for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-022

1. Advance Solutions, Inc.

Mr. Sanny Belonio, Jr.

Ms. Gemma Apaliso

2. Columbia Technologies, Inc.

Ms. Aiza Mendoza

3. DCI Int'l Solutions & Services Corp.

Mr. OJ Salazar

B. Procurement of Subscription to Web-Based Active Directory Management and Helpdesk System for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-023

1. Trends and Technologies, Inc.

Mr. Ryan Caburnay

*\*Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 22 October 2020*

## II. CALL TO ORDER

The meeting was called to order at 1:30 P M 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. Supply and Delivery of Fifty (50) Sets of Brand-New Desktop Computers for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-022

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:

- 1) Advance Solutions, Inc.;
- 2) Columbia Technologies, Inc.; and
- 3) DCI Int'l Solutions & Services Corp.



- 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.
    - Ensure to use the updated format of Omnibus Sworn Statement prescribed by the GPPB with ten (10) provisions.
  - ✓ 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
Regarding submission of bidder's Single Largest Completed Contract Similar in Nature which shall mean "Supply and Delivery of Desktop Computers", can the end-user consider Laptop Computers or Supply and Delivery of Laptop and Desktop Computers as Similar in Nature?	This clarification is subject for double checking and will be officially clarified/answered thru the Supplemental/ Bid Bulletin (SBB) No. 1.
Project Requirements under Item A. the Minimum Requirements and Specifications, it is stated that the Monitor size is 22" LED (with mount for CPU casing), can the end-user consider the 21.5" monitor size?	Per the end-user, it is possible to consider this request. However, it will still be subject for double checking and will be officially clarified/answered thru the SBB No. 1.



<p>Regarding the Delivery period, can it be adjusted from forty-five (45) calendar days from receipt of Notice to Proceed (NTP)?</p>	<p>The end-user will extend the delivery period up to sixty 60 calendar days. This will be reflected on the SBB No. 1.</p>
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- 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 26 October 2020, 5:00 PM.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 27 October 2020 in order to proceed with the scheduled Bid Opening on 03 November 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 03 November 2020, 8:30 AM to be able to participate in the bidding.

**B. Procurement of Subscription to Web-Based Active Directory Management and Helpdesk System for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref. No. DENR-CO-2020-023**

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, Trends and Technologies, Inc. represented by Mr. Ryan Caburnay.
- 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.
    - Ensure to use the updated format of Omnibus Sworn Statement prescribed by the GPPB with ten (10) provisions.

- ✓ 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 no further clarifications or queries were raised by the prospective bidder.
  - 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 26 October 2020, 5:00 PM.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 27 October 2020 in order to proceed with the scheduled Bid Opening on 3 November 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 03 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 3:00 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