



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

**MINUTES OF BAC MEETING  
25 September 2020**

- Venue** : DENR Compound & Online via Google Meet Platform
- Date/Time** : 25 September 2020, Friday  
9:30 AM onwards
- Agenda** : **Pre-Bid Conference for the following DENR requirements:**
- A. Procurement of Endpoint Protection Maintenance for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-013
  - B. Procurement of Cisco Wireless Access Points for the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-012
  - C. Supply, Delivery, Installation, Testing and Commissioning of Brand New Freight Elevator at the Main Building of the Department of Environment and Natural Resources-Central Office (DENR-CO) under Bid Ref No. DENR-CO-2020-007

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

ASec Marcial C. Amaro, Jr.	Chairperson
Atty. Norlito A. Eneran	Vice Chairperson
Dir. Maria Ellena 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/End User

**BAC Technical Working Group**

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Dianne G. Ibias	Member
Ar. Katrina Carla I. Catapang	Member
Angelito L. Estrada	Member
Eugene C. de Guzman	Member
Nizethal A. Matias	Member
Alleli G. Vergara	Member
Ma. Rosario T. Santiago	Member
Lia Kassandra A. Logmao	Member

**BAC Secretariat**

Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Lamberto S. Ramos	Member

Other office staffs

Prospective Bidder/s	Representative/s
<i>A. Procurement of Endpoint Protection Maintenance for the DENR-CO</i>	
1) Imax Technologies, Inc.	Estella Reyes
2) Microdata Systems and Management Inc.	Rodel Christopher Malana Jun Montero
3) VST ECS Phils., Inc.	Jenn Casabal Marsha Ambong
4) CT Link Systems	Christopher Sambo
5) Trend Micro	JM Empig
6) Trends and Technologies, Inc.	Gerry Baquiran
<i>B. Procurement of Cisco Wireless Access Points for the DENR-CO</i>	
1) Microdata Systems and Management Inc.	Rodel Christopher Malana Jun Montero
<i>C. Supply, Delivery, Installation, Testing and Commissioning of Brand New Freight Elevator at the Main Building of the DENR-CO</i>	
1) MDH Construction	Evangeline Huevos
2) Jodans Engineering	Erika Joyce San Diego

**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 seven (7) 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 Endpoint Protection Maintenance for the DENR-CO under Bid Ref. No. DENR-CO-2020-013**

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
  - 1) Imax Technologies, Inc.;
  - 2) Microdata Systems and Management Inc.;
  - 3) VST ECS Phils., Inc.;
  - 4) CT Link Systems;
  - 5) Trend Micro; and
  - 6) Trends and 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-up 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
- 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>• For the Project Requirements under the Minimum Requirements and Specifications, it is stated that the bidder’s offer should be compatible with the existing endpoint protection system of the DENR, does the DENR have an existing Endpoint protection system?</li> </ul>	<ul style="list-style-type: none"> <li>• There is no existing endpoint protection system. This provision shall be corrected and reflected in the Supplemental/Bid Bulletin (SBB) No. 1 to be issued not later than 30 September 2020.</li> </ul>
<ul style="list-style-type: none"> <li>• For the requirement five hundred one (501) endpoints and five hundred one (501) mobile endpoints, how many is its servers?</li> </ul>	<ul style="list-style-type: none"> <li>• The fifteen (15) Cloud-based instances will be its servers.</li> </ul>
<ul style="list-style-type: none"> <li>• If those fifteen (15) are cloud-based, are there no servers on premise?</li> </ul>	<ul style="list-style-type: none"> <li>• This clarification is subject for double checking and will be officially clarified/answered thru the SBB No. 1.</li> </ul>
<ul style="list-style-type: none"> <li>• Regarding the title of the project which indicates “Endpoint Protection Maintenance”, if there is no existing endpoint protection system, what will they maintain?</li> </ul>	<ul style="list-style-type: none"> <li>• The endpoint protection system that the winning bidder will provide is to be maintained for a period of one (1) year.</li> </ul>
<ul style="list-style-type: none"> <li>• Who will do the installation?</li> </ul>	<ul style="list-style-type: none"> <li>• The winning bidder shall provide the software license and the DENR shall do the installation.</li> </ul>

Queries/Clarifications	Response
<ul style="list-style-type: none"> <li>Under the Scope of Work, it was stated that the completion period is within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP). Since the DENR will be the one to do the installation, what is being referred to in the fifteen (15) calendar days? Is it the delivery only or the delivery and installation?</li> </ul>	<ul style="list-style-type: none"> <li>Fifteen (15) calendar days refer to the delivery period only. This will be noted and will be reflected in the SBB No. 1.</li> </ul>
<ul style="list-style-type: none"> <li>Is there a need for training with regards to the installation of the software license? If so, is there a specific timeline to conduct said training?</li> </ul>	<ul style="list-style-type: none"> <li>There is no need for a training. The winning bidder shall provide the procedures on how to install the software license and are required to be ready to provide technical support in case technical problems and issues occur during the installation process.</li> <li>If the winning bidder has special or additional installation procedures, it is important for them to inform the DENR thru the end-user unit.</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 28 September 2020, 5:00 PM.
- 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 07 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 07 October 2020, 8:30 AM to be able to participate in the bidding.

**B. Pre-Bid Conference for the Procurement of Cisco Wireless Access Points for the DENR-CO under Bid Ref. No. DENR-CO-2020-012**

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, Microdata Systems and Management Inc.
- 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 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.
  - ✓ 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
- After the presentation, the prospective bidder was given the chance to raise its queries and clarifications which were answered by the end-user unit as follows:

Queries/Clarifications	Response
<ul style="list-style-type: none"> <li>• Do this project covers only supply and delivery?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, the project covers supply and delivery only.</li> </ul>
<ul style="list-style-type: none"> <li>• Is there an existing wireless access points?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, there is an existing wireless access points.</li> </ul>

- 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 28 September 2020, 5:00 PM.
  - 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 07 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 07 October 2020, 10:00 AM to be able to participate in the bidding.
- C. Pre-Bid Conference for the Supply, Delivery, Installation, Testing and Commissioning of Brand New Freight Elevator at the Main Building of the DENR-CO under Bid Ref. No. DENR-CO-2020-007**

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
  - 1) MDH Construction; and
  - 2) Jodans Engineering
- 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
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  - ✓ 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.
  - ✓ 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
- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications to be answered by the end-user unit.
- The prospective bidders informed the Committee that they have no queries and clarifications to raise with regards to the presentation and the project's requirements.
- After thorough discussions, the 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, 5:00 PM.
- 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 07 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 07 October 2020, 12:30 PM to be able to participate in the bidding.

## V. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 2:30 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

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