



## DENR Bids and Awards Committee for Regular Operations

### MINUTES OF BAC MEETING 16 April 2021

- Venue** : DENR Main Building &  
Online via Google Meet Platform
- Date/Time** : 16 April 2021, Thursday  
10:00 AM onwards
- Agenda** : **Pre-Bid Conference for the following requirements:**
- a. Procurement of Echo Sounder and Real-Time Kinematic /Global Navigation Satellite Systems (RTK/GNSS) Receiver for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-007
  - b. Procurement of Maintenance Agreement Service for Cisco Network Equipment of the DENR-CO for CY 2021 under Bid Ref. No. DENR-CO-2021-008

#### I. ATTENDANCE

##### DENR Bids and Awards Committee

ASEC Marcial C. Amaro, Jr.	Chairperson
Atty. Norlito A. Eneran	Vice-Chairperson
Dir. Maria Ellena A. Morillos Manila	Provisional Member/End-user
Ms. Evelyn G. Nillosan	Alternate Vice-Chairperson
Ms. Maybell N. Mangubos	Member
Mr. Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member

##### DENR Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Mr. Eugene C. De Guzman	Member
Ms. Dianne G. Ibias	Member
Ms. Raquel G. Maale	Member
Engr. Jann Paulo Santiago	Member
Ms. Allaisa M. Mohammad	Member
Ms. Jessa B. Montes	Member
Ms. Ann Joanna B. Villarama	Member
Ms. Lia Cassandra A. Logmao	Member

##### Other Attendees

Ms. Ma. Rosario T. Santiago	BAC Secretariat
Ms. Joyce Marie Yu	MBCO

Procurement Staff  
Other Office Staffs

## Attendance of Prospective Bidder/s

Prospective Bidder/s	Representatives
<b>A. Procurement of Echo Sounder and Real-Time Kinematic /Global Navigation Satellite Systems (RTK/GNSS) Receiver for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-007</b>	
1) De Leon Import and Export Corporation	• Mark Nico P. Doblado • Cito De Leon
2) Geotech Mercantile Corporation	• Sally T. Deluso
3) Philinstruments Corp.	• Lisette M. Gabriel • Robert Osabel Orolfo
<b>B. Procurement of Maintenance Agreement Service for Cisco Network Equipment of the DENR-CO for CY 2021 under Bid Ref. No. DENR-CO-2021-008</b>	
1) Neo-Tech Asia Distribution Inc.	• Regine F. Redilla
2) Trends and Technologies, Inc.	• Gerry A. Baquiran












**\*Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 16 April 2021**

### I. CALL TO ORDER

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

### II. ROLL CALL

The BAC Secretariat called the roll and informed the BAC Chairperson that seven (7) members are present which constitute a quorum. The BAC Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

### III. SALIENT FEATURES OF DISCUSSION

#### 1. Pre-Bid Conference

##### A. Procurement of Echo Sounder and Real-Time Kinematic /Global Navigation Satellite Systems (RTK/GNSS) Receiver for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-007

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective Bidders:
  - ✓ De Leon Import and Export Corporation
  - ✓ Geotech Mercantile Corporation
  - ✓ Philinstruments 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 Regulation (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
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract

- ✓ Special Conditions of the Contract
- ✓ Eligibility Documents
  - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
    - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
  - Statement of all its ongoing government and private contracts
    - Form provided as per Annex II of the bidding documents
    - Within the last 3 years
  - Statement of the Bidder's Single Largest Completed Contract (SLCC)
    - Form provided as per Annex II-A of the bidding documents
    - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
    - Attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice

▪ Original Bid Security

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration ( <i>Annex II</i> )
2,250,000.00	45,000.00	112,500.00	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
  - Duly conformed per Section VI and VII of the bidding documents
  - Write "comply" only
  - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- Sworn Statement
  - Form provided as per Annex III of the bidding documents
  - Usage of any of the following "or" 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".
  - Attached Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary's Certificate/Board Resolution
- Audited Financial Statements (AFS)
  - Submit 2020 AFS
- Net Financial Contracting Capacity
  - Form provided with detailed computation as per Annex III of the bidding documents
  - Computation must be equal to the ABC of the project
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC

- ✓ Financial Documents
    - Completed and signed Financial Bid Form per Annex VI of the bidding documents
    - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
    - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
    - Signed and Accomplished Prices Schedule(s)
  - ✓ Checklist of Requirements.
- After the presentation, the prospective bidders were given the chance to raise their queries and clarification which were answered as follows:

Queries/Clarifications	Response
Is the project requirement considered as one (1) lot?	Yes, the requirement is considered as one (1) lot composed of various components of equipment to be supplied and delivered.
Since the requirement is just one (1) set of echo-sounder, and one (1) set of RTK/GNSS receiver is composed of one (1) base and one (1) rover, can it be clarified if the requirement for the RTK/GNSS receiver is just one (1) set with the mentioned components or two (2) sets as specified in the project's Terms of Reference?	The end-user notes the observations and clarifications which will be officially answered thru a Supplemental/Bid Bulletin No. 1 to be issued not later than 22 April 2021
For the echo sounder: <ul style="list-style-type: none"> <li>• Considering that the echo sounder has both high and low frequency, is it possible for the transducer to be dual as the required 200 kHz is too high?</li> <li>• What is the software used?</li> </ul>	
For the controller, does it need to be ruggedized or not?	
On the SLCC requirement, will it be accepted if they submit other types of similar instruments like Geophysical Survey Instrument or basically similar to echo sounder like ground penetrating radar?	The end-user notes the observations and clarifications which will be officially answered thru a Supplemental/Bid Bulletin No. 1 to be issued not later than 22 April 2021
On the Mayor's Permit, are they required to submit it with the stamp "Completed/Complied" by the City Hall?	Yes, it is required as mentioned in the presentation of eligibility requirements. Further, if your Mayor's Permit have remarks subject for compliance, during post qualification, you will have to present original and submit a copy of proof of compliance for the said remarks.

- After thorough discussions, all prospective bidders were informed that they can still submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 19 April 2021 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders and submit the Revised Terms of Reference on or before 22 April 2021 in order to proceed with the scheduled Bid Opening on 29 April 2021
- 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 29 April 2021, 10:00 AM to be able to participate in the bidding.

B. Procurement of Maintenance Agreement Service for Cisco Network Equipment of the DENR-CO for CY 2021 under Bid Ref. No. DENR-CO-2021-008

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective Bidders:
  - ✓ Neo-Tech Asia Distribution Inc.
  - ✓ 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 Regulation (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
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
      - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
  - Statement of all its ongoing government and private contracts
    - Form provided as per Annex II of the bidding documents
    - Within the last 3 years
  - Statement of the Bidder's Single Largest Completed Contract (SLCC)
    - Form provided as per Annex II-A of the bidding documents
  - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
  - Attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice
- Original Bid Security

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
3,950,000.00	79,000.00	197,500.00	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
  - Duly conformed per Section VI and VII of the bidding documents

- Write “comply” only
- Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of “Failed”.
- Sworn Statement
  - Form provided as per Annex III of the bidding documents
  - 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”.
  - Attached Proof of Authority of the bidder’s authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary’s Certificate/Board Resolution
- Audited Financial Statements (AFS)
  - Submit 2020 AFS
- Net Financial Contracting Capacity
  - Form provided with detailed computation as per Annex III of the bidding documents
  - Computation must be equal to the ABC of the project
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC
- ✓ Financial Documents
  - Completed and signed Financial Bid Form per Annex VI of the bidding documents
  - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
  - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
  - Signed and Accomplished Prices Schedule(s)
- ✓ Checklist of Requirements.
- After the presentation, the prospective bidders were given the chance to raise their queries and clarification which were answered as follows:

Queries/Clarifications	Response
<p>Similar in nature shall mean “Procurement of Maintenance Agreement Service for Cisco Network Equipment”</p> <p>Do you accept similar contract such as “Procurement of Maintenance Agreement Service” <i>not specific to Cisco</i>?</p>	<p>The requirement on similar in nature shall remain the same. It should specifically be a Cisco Maintenance Agreement Service contract.</p>
<p>The Maintenance Agreement for Cisco RMA, Corrective Maintenance and Preventive Maintenance shall commence from the receipt of Notice to Proceed (NTP) until 31 December 2021.</p>	<p>Yes, until December 31, 2021 only.</p>

- After thorough discussions, all prospective bidders were informed that they can still submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 19 April 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders on or before 22 April 2021 in order to proceed with the scheduled Bid Opening on 29 April 2021.
- 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 29 April 2021, 8:30 AM to be able to participate in the bidding.

### III. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 11:48 AM.

Prepared by:



**DIANNE G. IBIAS**  
OIC-Chief, Procurement  
Management Section, PSMD &  
Head, BAC Secretariat

Noted by:



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