



**BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)**

**Summary of the Meeting: Pre Bid Conference for the Procurement of Cloud Services Subscription, Web Hosting with Back-up Server and Maintenance Services FY 2021
December 2, 2020 via Zoom Platform**

Procurement Project	Procurement of Cloud Services Subscription, Web Hosting with Back-up Server and Maintenance Services FY 2021
Meeting Started	11:00am
Bidders who attended	Ronald Christoffer R. Cumpas for Telcom Live Content, Inc Helen Fabrero, Adrienne Ragasa, Flor Anthony Dela Peña and Shelly for Moodlelearning Inc. Jerome Bautista and Jae Guanio for SVI
Observer	Ms. Monica T. Gler, State Auditor III - COA
BAC Present	BAC Member/s: <ul style="list-style-type: none">• LA Leila T. Laureta-Agustin• LA Raisa P. Disomangcop• LA Anna Richie U. Morales-Malinao• LA Maria Regina L. Castillo• LA Vilma Maria S. Plan-Barrera BAC-TWG: <ul style="list-style-type: none">• LA Mylene Joy S. Parras• Atty. Tarcila B. Nepomuceno-

	<p>Banda</p> <ul style="list-style-type: none"> • Atty. Eduardo G. Cerezo • Ms. Daisee A. Tismo <p>BAC-Secretariat:</p> <ul style="list-style-type: none"> • Atty. Rachel Ann Katrina P. Abad-Fabe • Ms. Rachelle T. Peñaranda • Ms. Alna E. Samontañez • Ms. Jennifer D. Canoy <p>END-USER/S:</p> <ul style="list-style-type: none"> • Dir. Elvira F. Cruz • Atty. Joseph Anthony F. Tolentino • Mr. Christian Ericson B. Soriano
<p>Schedule of succeeding procurement activities</p>	<p>Deadline for the Submission of Clarifications and Questions: December 7, 2020</p> <p>Deadline of Submission of Bids: December 14, 2020 1:00pm</p> <p>Opening and Evaluation of Bids: December 15, 2020 11:00 am</p>
<p>Details about the Project</p>	<p>ABC: Php 2,400,000.00 1 lot project Duration: 1 year</p>
<p>Instructions to Bidders</p>	<p>1. Bidding Requirement: Eligible bidders must have similar contracts involving Security Services for the last 5 years.</p> <p>Proof shall be required. Hence, submission of contracts shall be submitted together with the Single Largest Contract of the bidder. Preferably 1 contract per year with ABC equal to or higher than our ABC. (5 contracts)</p>

2. Subcontracting shall not be allowed.

3. Questions and Clarifications must be emailed to the BAC Secretariat on or before December 7, 2020. Answers will be sent in writing through email.

4. All clarifications and amendments if any, shall be in writing and will be posted in the PhilGEPS portal at least 10 days before the deadline of submission of bids (December 14, 2020)

5. Eligibility and Technical Component as well as the Financial Component were discussed. All documents in the checklist shall be strictly required. Non-submission of any documents shall be a ground to disqualify a bidder.

6. Manner of Submitting the Bid

a. Bidders shall be required to submit their bid manually and electronically.

b. **Manual Submission:** 1 original Main Envelope and 6 copies. Per main envelope shall contain the Technical Document Envelope and Financial Document Envelope. All 7 main envelope must be properly sealed separately.

c. **Electronic Submission:** Soft copies of the contents of the main envelope must be email to the BAC Secretariat in encrypted form. Password shall be given by the duly authorized representative during the scheduled opening of bids.

	<p>7. Evaluation of Bids. Bidder will be declared as one who submitted the lowest calculated bid when the bidder submit an offer equal to or lower than the ABC.</p> <p>8. Post Qualification. TWG shall conduct an ocular inspection at the business address.</p>
<p>Special Condition of the Contract</p>	<p>Payment shall be made semi-monthly or every 15 days upon submission of the billing statements supported with daily time records and the evaluation reports.</p>
<p>Technical Specifications</p>	<p>(TOR was presented)</p>
<p>Question Raised by bidders</p>	<p>1. Will NLRC allow that similar contracts is not limited to Cloud Services. ANSWER: YES as long as the contract includes Cloud Services. Contract of Cloud Services with other products of the bidder shall be allowed.</p> <p>2. With regards to the five (5) year requirement, do we have to submit five (5) more large contracts? What are the required attachments? Answer: the documents or contract required shall be for the purpose of verifying the capacity of the bidder and it is not a strict requirement that can disqualify the bidder in case they fail to submit. You will be required to submit contracts per year or attach other contracts to prove your operations within the 5 year requirements.</p> <p>3. In relation to question the above question requirements, is</p>

	<p>it for cloud services subscription only? No other services like cloud and hardware? Answer: It is not limited to Cloud Services. Contract may include hardware or other product of the company as long the contract includes Cloud Services.</p> <p>4. Regarding the submission of bids, we can submit this manually and electronically? Answer. Yes, bidders must submit both the manually and electronically.</p> <p>5. What is the maximum number of representatives can attend the conferences for this procurement project? Answer: No maximum attendees per company but we shall require that one must be authorized representative of the company. Proof must be submitted along with the bidding documents.</p> <p>6. Do we still need to submit valid mayor's permit and tax clearance even if we already have PhilGEPs Platinum subscription? Answer: Yes. As required in the checklist, mayor's permit and tax clearance will be required.</p>
<p>Other important reminders to bidders:</p>	<p>Other queries can still be submitted electronically through the BAC Secretariat.</p>
<p>Meeting Ended</p>	<p>12:15pm</p>

Prepared by:



RACHELE T. PEÑARANDA
Member, BAC Secretariat

Noted by:



ATTY. RACHEL ANN KATRINA P. ABAD-FABE
Head, BAC Secretariat