



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION INTO OPERATIONAL STATE OF VPN CONCENTRATOR (WORK FROM HOME ACCESS TO SSS APPLICATIONS)

APRIL 8, 2021 (THURSDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members:	RIZALDY T. CAPULONG MARIO R. SIBUCAO CRISTINA A. BACALLA NEIL F. HERNAEZ NICHOLAS C. BALBUENA JOY A. VILLACORTA	
BAC Secretariat:	ROSALYN AZUL-CONDAT MARIVIC P. VILLARUBIA JULINA ROSE DL. DE OCAMPO	
TWG Representative:	LEO CALIXTO C. ABAYON	
Participating Bidders:	ONE COMMERCE INT'L CORP.	-Mauren Octavo
	HUAWEI PHILS.	-Derek Su
	TRENDS AND TECHNOLOGIES, INC.	-Wilfredo Aguilar

1. The Pre-Bid Conference was called to order at 2:40 P.M.
 2. The published Approved Budget for the Contract is ₱9,500,000.00.
 3. The following observers were invited through BAC notice dated 24 March 2021:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and Industry
- However, none of them attended the activity.
4. Nobody paid/secured the Bidding Documents (BD) during the Pre-Bid Conference.
 5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.

6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	On the demonstration of the functionalities, as part of the requirement in the additional documents, can the bidder use cloud demo facility?	To be clarified through Bid Bulletin.
6.2	On page 58 of the Biding Documents (Section VII. Technical Specifications, Warranty Requirements 1.3) “If announced improvement is made within six (6) months after installed product has already been accepted for SSS use, the winning bidder must replace already installed product or its components with the improved product or its components at no additional cost to SSS.” Once the product is installed it will be challenging to the winning service provider to replace the installed product with the improved product, the manufacturer might not accept it. Can SSS consider this requirement?	To be clarified through Bid Bulletin.
6.3	Is the Certificate of Authority to Notarize requirement in the first 1 st) envelope?	Yes.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Technical Documents) and No.2 (Financial Proposal), and additional documents.

8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:

- a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period July to December 2020;
- c) SEC/DTI Registration;
- d) 2021 Mayor’s Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

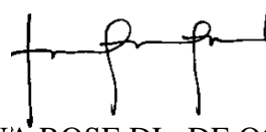
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- a) Signed by the Notary Public (attorney) himself/herself;
- b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

10. The BAC Secretariat also presented the schedule of the following activities:

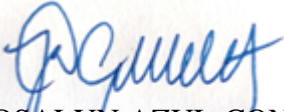
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| 10.1 Deadline of Written Queries | : Monday, 12 April 2021 |
| 10.2 Issuance of Bid Bulletin | : Monday, 19 April 2021 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Thursday, 29 April 2021
at 2:00 P.M. at the Bidding Room
(formerly CDPRD Computer
Room), 2nd Floor, SSS Main
Building, East Avenue, Diliman,
Quezon City. Late submission shall
not be accepted. |

Prepared by:



JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed: 04/12/2021

Certified Correct:



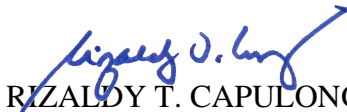
ROSALYN AZUL-CONDAT
Concurrent Acting CEO IV
Administrative Support Section
BAC Secretariat
Date Signed: 04/12/2021

Concurred by:



LEO CALIXTO C. ABAYON
TWG Chairperson
Date Signed: 04/12/2021

Approved by:



RIZALDY T. CAPULONG
EVP and BAC I Chairperson
Date Signed: 04/12/2021