



**BIDS AND AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE

FINANCIAL ACCOUNTING SYSTEM (FAS) SERVER ANNUAL MAINTENANCE  
COVERAGE

JANUARY 4, 2021 (MONDAY)-2:30 P.M., MICROSOFT TEAMS

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Present

BAC I Members: ERNESTO D. FRANCISCO, JR.  
BOOBIE ANGELA A. OCAY  
NEIL F. HERNAEZ  
NICHOLAS C. BALBUENA

BAC Secretariat: ROSALYN AZUL-CONDAT  
MARIVIC P. VILLARUBIA  
JULINA ROSE DL. DE OCAMPO

TWG Representatives: BELINDA B. ELLA  
DELBERT GERARD G. DUCUSIN  
GELEN D. REYTAS

Participating Bidder: QUESTRONIX, INC. -Virgil Frialde

1. The Pre-Bid Conference was called to order at 3:50 P.M.
2. The published Approved Budget for the Contract is ₱8,620,000.00.
3. The following observers were invited through BAC notice dated 23 December 2020:
  - 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) upon the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following were issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	What is the estimated date of the issuance of the Notice to Proceed (NTP)?	March 12, 2021

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 April to September 2020;
- c) SEC/DTI Registration;
- d) 2020 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

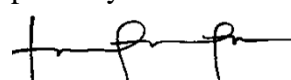
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- 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                                   | : Tuesday, 5 January 2021  |
| 10.2 Issuance of Bid Bulletin                                      | : Friday, 8 January 2021   |
| 10.3 Submission and Opening of<br>Technical and Financial Proposal | : Monday, 18 January 2021<br>at 2:00 P.M. at the Bidding Room<br>(formerly CDPRD Computer<br>Room), 2nd Floor, SSS Main<br>Building, East Avenue, Diliman,<br>Quezon City. Late submission shall<br>not be accepted. |

Prepared by:



JULIANA ROGSE DE OCAMPO  
Staff, BAC Secretariat  
Date Signed: 01/06/2021

Certified Correct:




ROSALYN AZUL-CONDATT  
OIC & Concurrent Acting CEO IV  
Administrative Support Section  
BAC Secretariat  
Date Signed: 01/06/2021

Concurred by:



BELINDA B. ELLA  
TWG Chairperson  
Date Signed: 01/06/2021

Approved by:



ERNESTO D. FRANCISCO, JR.  
SVP and BAC I Chairperson  
Date Signed: 01/06/2021