



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION INTO OPERATIONAL STATE OF IP ADDRESS MANAGEMENT (IPAM)/DYNAMIC HOST CONTROL (DHCP) SOLUTION

JANUARY 28, 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: | REMAX INTERNATIONAL | -Homer Cordero |
| | SECUR LINKS NETWORK & TECH., INC. | -Christina Gonzales |
| | PLEXUS SYSTEMS, INC. | -Ramon Macalintal |
| | SMS GLOBAL TECH. | -Kim Aguilar Benedict Montenegro |

1. The Pre-Bid Conference was called to order at 3:59 P.M.
2. The published Approved Budget for the Contract is ₱6,759,560.00.
3. The following observers were invited through BAC notice dated 15 January 2021:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trafo 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 | On similar projects (IPAM, DHCP), can the bidder include DNS as similar project? | To be clarified through Bid Bulletin. |
| 6.2 | On the ability for admins to selectively restore deleted DHCP ranges and network The bidder requested the replacement for the said item to “manual restoration of deleted DHCP ranges and networks, there will be an audit log for all the users’ activity for restoration including of ranges and networks” | To be clarified through Bid Bulletin. |
| 6.3 | Instead of managed objects, can the bidder change it to number of managed IP address/es, this is based on the number of IP address/es and NOT on managed objects? (The bidder’s solution can provide unlimited attributes per IP address) | To be clarified through Bid Bulletin. |
| 6.4 | On the ability to schedule deployment of changes The bidder suggested to assign an engineer/technical support personnel to perform the deployment changes and other changes. Also, if there is/are network failure, schedule of changes is recommended. | To be clarified through Bid Bulletin. |

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:

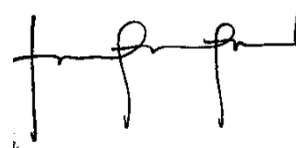
- a) Signed by the Notary Public (attorney) himself/herself;
- b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

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

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| 10.1 Deadline of Written Queries | : Friday, 29 January 2021 |
| 10.2 Issuance of Bid Bulletin | : Friday, 05 February 2021 |
| 10.3 Submission and Opening of Technical and Financial Proposal | : Thursday, 18 February 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: 02/02/2021

Certified Correct:



ROSALYN AZUL-CONDAT
OIC & Concurrent Acting CEO IV
Administrative Support Section
BAC Secretariat
Date Signed: 02/02/2021

Concurred by:



LEO CALIXTO C. ABAYON
TWG Chairperson
Date Signed: 02/02/21

Approved by:



RIZALOY T. CAPULONG
FVP and BAC I Chairperson
Date Signed: 02/02/2021