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BIDS AND AWARDS COMMITTEE
Pre-Bid Conference Minutes of Meeting

Project : Email Service for a period of one (1) year

Date : June 3, 2019

Time : 1:30 p.m.

I. Attendees:

BAC Members : General Accountant Emmanuel Y. Artiza, Chairman
Com. Secretary Armando A. Pan Jr., Vice Chairman
Assistant Director Daisy B. Pabuaya, Member
Assistant Director Isma Gonzales, Alternate Member

Technical Working Group : Mr. Herbert E. Mendoza
Atty. Fermo Avila
Mr. Rodel Presco

Prospective Bidders:

PROSPECTIVE BIDDERS	AUTHORIZED REPRESENTATIVES
1. IP Converge Data Services, Inc. (IPC)	Ms. Tina Robles
2. ePLDT, Inc. (PLDT)	Mr. Jj Franco

II. Call to Order

Time: 1:30 p.m.

Quorum: _____ Yes _____ No

III. Preliminaries: In compliance with the requirements of the 2016 Revised IRR, the following were presented:

DOCUMENT	POSTING	DATE
Invitation to Bid	PhilGEPS	May 25, 2019
	SEC Website	May 25, 2019
Letter to Observer	COA	May 29, 2019
	PISM	May 29, 2019
	PCCI	May 29, 2019

41 **VI. Discussion/Open Forum**

42 The Secretariat discussed the Checklist of Requirements (Annex A) and the common
43 reasons resulting to disqualification of the bidders in its submission and opening
44 of its bids.
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47 Mr. Herbert E. Mendoza, the End-User Representative discussed the Technical Specifications
48 of the project.
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50 The following clarifications were raised during the open-forum:
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SEC REQUIREMENT	CLARIFICATION	SEC RESPONSE
Providing access for at least 600 concurrent users with provision for Additional users upon demand from SEC in "pro-rated basis" in excess of the 600 email account	How many current user?	The project is 1 lot. The offer shall cover 600 users/accounts.
Presenting proof of Authority for Distributorship, Re-seller, Dealership, as the case may be, or Certificates and/or Authorization to represent Original Product Manufacturer.		To submit proof of Authority for Distributorship.
Providing trainer/s to conduct the Administrator's Training and Users' Training	Exact number of participant for the following: 1.) Administrator's Training 2.) Users' Training	Mr. Rodel Presco will provide response which will be included in the Bid Bulletin

53

54 **V. Other Instructions:**

55 The BAC Chairman informed the prospective bidder that all
56 amendments/revisions and clarifications raised and received via e-mail by the BAC
57 Secretariat on or before the deadline indicated in the ITB, will form part of the
58 Supplemental/Bid Bulletin which shall be posted (7) days before bid opening on June
59 17, 2019.

60 **VI. Adjournment:**

61 The meeting was adjourned at 1:30 p.m.
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Prepared by : **Christian Noel Castillo**

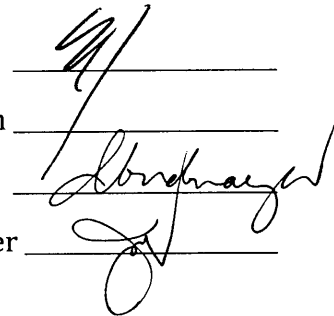
Noted by : *Roseller N. Capila*
Roseller N. Capila
Officer - in - Charge, BAC Secretariat

Approved by: **General Accountant Emmanuel Y. Artiza, Chairman**

Com. Secretary Armando A. Pan, Jr., Vice Chairman

Assistant Director Daisy B. Pabuaya, Member



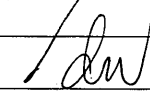




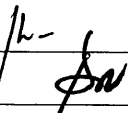


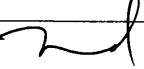
Assistant Director Isma C. Gonzales, Alternate Member



**ATTENDANCE
PRE-BID CONFERENCE**

June 3, 2019

E-Mail Service for a period of one (1) year | 1:30 PM
Lease Contract Agreement for 31 units of Digital Copier Machine for SEC Head Office and
all Extension Offices for a period of one (1) year | 3:00 PM

BAC Members	Signature
Dir. Emmanuel Y. Artiza	
Asst. Dir. Armando A. Pan Jr.	
Asst. Dir. Kenneth Joy A. Quimio	
Asst. Dir. Daisy B. Pabuaya	
Asst. Dir. Oliver Leonardo	
Asst. Dir. Isma C. Gonzales	
Ms. Pilar E. Lantin (Financial Adviser)	
Technical Working Group	
Atty. Marlon G. Facun	
Engr. Jose Carlo P. Ambat	
Engr. Marlon Lester Cantor	
Ms. Joanna Corazon Fonte	
Engr. Marcelo Q. Rabara	
Mr. Herbert E. Mendoza	
Atty. Fermo B. Avila	
Ms. Melita D. Pasagui	
Ms. Jean Pauline V. Capiral	
Mr. Rodel Presco	
Secretariat	
Roseller N. Capila	
Mr. Norlan M. De las Alas	
Mr. Christian Noel B. Castillo	
Ms. Femmy Jane P. Baluyot	
Ms. Marilyn B. Bredes	