



Republic of the Philippines  
**Department of Environment Natural Resources**  
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**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING**

**26 July 2018**

- Venue** : Field Operations Conference Room, 5<sup>th</sup> Floor, DENR Main Building
- Date/Time** : 26 July 2018, Thursday  
10:30 AM onwards
- Agenda** : **1. Bid Opening**
- Supply and Delivery of Seventy Five (75) Brand New Units of Desktop Computers for DENR Central Office
- 2. Pre-bid Conference**
- Supply, Delivery and Installation of Geographic Information System Software for DENR Central Office
- 3. Pre-procurement Conference**
- Supply and Delivery of Ten (10) units Brand New Passenger Vans for the DENR-MBCO
- 4. Purchase Requests for Mode of Procurement**
- 5. Other Matters**

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

USEC Marcial C. Amaro, Jr.	Chairperson
ASEC Bresilda M. Gervacio	Provisional Member
Evelyn G. Nillosan	Alternate Vice Chairperson
Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Alternate Member

**BAC Technical Working Group**

Atty. Raymond M. Velicaria	Head
Marian R. Ada Cruz	Member
Dianne G. Iblas	Member
Lolita S. Presbitero	Member
Eugene C. De Guzman	Member
Nizethal L. Aducal	Member
Angelito L. Estrada	Member
Roy Jake E. Castillo	Member
John Vincent Labres	Member

**BAC Secretariat**

Marian R. Ada Cruz  
Dianne G. Ibias  
Lamberto S. Ramos  
Ann Joanna B. Villarama  
Jessa B. Montes

Head Secretariat  
Member  
Member  
Member  
Member

Other office staffs

**Attendance of Prospective Bidders****Prospective Bidder's****Representatives****A. Supply and Delivery of Seventy Five (75) Brand New Units of Desktop Computers**

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1) Advance Solutions Inc.     | Cheryl Ann Calma<br>Jenny Dionisio  |
| 2) Maximum Solutions Inc.     | Maria Hilda Mallillin               |
| 3) Columbia Technologies Inc. | Aiza Mendoza<br>Oliver Jacinto, Jr. |

**B. Supply, Delivery and Installation of Geographic Information System Software**

- |                                      |  |
|--------------------------------------|--|
| 1) Geodata Systems Technologies Inc. | Kay Versoza<br>Luz Drapete<br>Jayson Oropesa |
| 2) Vital Group Inc.                  | Carmelito Bayarcal, Jr.<br>Thsa Sanchez      |
| 3) Amazon Web Services               | Arvin De Torres                              |

**\*Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 26 July 2018**

## II. CALL TO ORDER

The meeting was called to order at 10:30 AM and presided by the BAC Chairperson, to discuss the agenda stated above.

## III. ROLL CALL

The Head BAC Secretariat called the roll and informed the Chairperson that five (5) members are present which constitute a quorum. The BAC Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

## IV. SALIENT FEATURES OF DISCUSSION

### 2) Pre-bid Conference

#### A. Supply, Delivery and Installation of Geographic Information System Software

- The BAC Chairperson introduced the members of the BAC, TWG and Secretariat to the following prospective bidders:
  - 1) Geodata Systems Technologies Inc. (GSTI);
  - 2) Vibat Group Inc. (VGI); and
  - 3) Amazon Web Services (AWS).
- Before the discussion started, all participating bidders affirmed that they are familiar with the government bidding process and also assigned in the preparation of their respective bid proposals.
- A brief presentation on the bidding documents was made by the Head, BAC Secretariat emphasizing the following requirements:
  - Packaging and envelope labelling instructions
  - Invitation to Bid
  - Instructions to Bidders
  - Bid Data Sheet
  - General condition of the Contract
  - Special Condition of the Contract
  - Eligibility Documents
    - Legal, technical and financial requirements
    - Documentary Requirements for Post Qualification
  - Schedule of Requirements
  - Technical Specifications
  - Bidding Forms
  - Checklist of Requirements
- During the discussion, some issues and concerns were raised by the prospective bidders and will be officially clarified / answered thru bid bulletin, as stated below:
  - a. On Terms of Reference
    - Item IV.2 of Qualification of the Bidders

In lieu of ISO 27001 Certification, will the BAC consider Federal Risk Authorization Management Program and Federal Information Security Management Act (FISMA) Accreditation in the name of the Manufacturer of the brand being offered?
    - Item A of Project Deliverables

End-user clarified that there is an existing hardware, hence only software is the requirement
    - Item X of Terms of Payment

Will the BAC consider payment tranch of 80% and 20% instead of 50% & 50%? Bigger amount of the projects is on the software itself and minimal on the training portion hence, the request.


However the end-user justified the factors they considered in the formulation of the terms of payment and will answer officially thru bid bulletin.

- The BAC Secretariat emphasized all the participating bidders to read judiciously the bidding documents in particularly to Instruction to Bidders, Bid Data Sheet and properly fill up the bidding forms to avoid any failure during opening of bids.
- All participating bidders, except Amazon Web Services who excused himself and left the conference earlier, were advised to submit queries or clarifications, if any, thru a letter addressed to BAC Chairperson on or before 30 July 2018.
- For the End-User Unit, to respond the queries of the bidders on or before 31 July 2018 in order to proceed with the scheduled Bid Opening on 09 August 2018.
- For the Secretariat to include changes on the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/ revised based on the latest issuances relative to procurement.

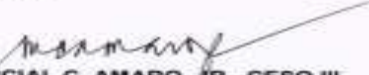
#### V. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 5:15 PM.

Prepared by:

  
**MARIAN R. ADA CRUZ**  
Head, BAC Secretariat

Noted by:

  
**MARCIAL C. AMARO, JR., CESO III**  
Assistant Secretary for Field Operations-Visayas and  
OIC-Undersecretary for Field Operations &  
Chairperson, Bids and Awards Committee