

Republic of the Philippines
Technical Education and Skills Development Authority
East Service Road, South Luzon Expressway, Taguig City
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BIDS AND AWARDS COMMITTEE (BAC)
Minutes of Pre-Bid Conference

Project : Supply, Delivery, Configuration and Installation of Various Equipment for the IP PBX

Approved Budget for the Contract (ABC) : Php 4,623,803.94

Date & Time : November 29, 2018; 11:00 AM.

Venue : AS Conference Room, 2nd Floor TESDA Admin Bldg, TESDA Complex, Taguig City

Attendees

Bids and Awards Committee (BAC) : Atty. Eric O. Ueda - Vice Chairperson
Leonardo E. Pinlac - Member
Wilma F. Roque - Member

BAC Secretariat : Maria Gracia P. Dela Rama
Arcadia Creselda P. Balinas
Joseph Allen L. Simon
Jela Mae A. Arcano

Technical Working Group: Lourdes F. Castante
Manuel Louis T. Pili
Oscar C. Ruma Jr.
Christopher DC Aquilo
Aries Glenn L. Montesines
Federico B. Balinas, Jr.
Mario Crissanto G. Almarinez
Jerwin M. Rodriguez

Observers : Nikka Sherika Hay Villocillo - COA
Maria Victoria F. Samala - COA

Prospective Bidders :

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| 1. Tekzone | Louie Corminal
Edwin Purganan
Arvin Bernales |
| 2. Microgenesis Software, Inc. | Apple Sanchez |
| 3. Microbase Incorporated | Edgar Chua
Mark Allan Ching |
| 4. OPUS | Vince Tapay |
| 5. Gocom Systems and Solutions Corporation | Gelie Perigrino |

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| 6. | Trends & Technologies, Inc. | Jhon Robert Brelia
Adonis Tolentino
Fritz Garcia
Liona Bitalac |
| 7. | Ansible Technologies Corporation | Judelyn Garcia
Elmer Soria
Lourdes Cruz |
| 8. | Pagecom | Jene Rose Balena
Mica Joy Basa
Frank Batnag |
| 9. | Micnetwork | Lorna Galula |
| 10. | PLDT, Inc. | Jeannie Julla
John Leonson |
| 11. | Nteksystems Inc. | Mario Alba |
| 12. | Ivalue Technologies Corporation | Conrad Allan Sarsonas
Lawney M. Diestro
Jovielyn Serrano |

I. Call to Order

Atty Ueda, BAC Vice-Chairperson presided and called the pre-bid conference to order at 11:10AM.

II. Certification of Quorum

Atty. Eric Ueda, BAC Vice-Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the two other members of the BAC, Ms. Wilma Roque and Mr. Leonardo Pinlac.

III. Highlights of Discussion

The BAC Vice Chairperson welcomed everyone to the pre-bid conference. He gave a brief description of the project. He mentioned that eleven (11) observers were invited to attend the pre-bid conference for this procurement namely: Commission on Audit (COA), Coalition Against Corruption, Makati Business Club, Confederation of Filipino Consulting Organizations Inc., Department of Justice, Philippine Chamber of Commerce and Industries, Philippine Constructors Association, Philippine Institute for Supply Management (PISM), Philippine Institute of Certified Public Accountant, Philippine Institute of Civil Engineers, The Philippine Jesuit Prison Service, and Research Center on Culture Education and Social Issues, University of Sto. Tomas. However, only representatives from COA attended the pre-bid conference.

He stated that the Invitation to Bid (ITB) for the Supply, Delivery, Configuration and Installation of Various Equipment for the IP PBX with an Approved Budget for the Contract (ABC) amounting to Php4,623,803.94 was posted in the PhilGEPS website, TESDA Website and in the conspicuous place of TESDA Complex last 22 November 2018. Atty. Ueda said that advertisement in a newspaper of the ITB is no longer required as stated in the 2016 Revised Implementing Rules and Regulations of RA 9184 otherwise known as Government Procurement Reform Act (GPRA).

Ms. Dela Rama, Head of the BAC Secretariat presented the general requirements for government procurement. She stated that the purpose of the Pre-bid Conference is to clarify and address bidder's questions on the different

aspects of the procurement at hand; and for bidders to fully understand the requirements of the procurement project. She emphasized that any statement issued shall not modify the terms, unless in writing and issued through a Supplemental/Bid Bulletin.

Included in the presentation are as follows:

- ✓ Who may participate in the bidding?
- ✓ Bidder's Eligibility
- ✓ Legal Eligibility Documents
- ✓ Technical Eligibility Documents
- ✓ Financial Eligibility Documents

It was emphasized that the Bid Security shall be in the form of Bid Securing Declaration or any of the following forms:

- a. Cash or Cashiers/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank equivalent to 2% of the ABC which is *Php92,476.08*; and
- b. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to 5% of the ABC which is *Php231,190.20*.

Common Reasons for Disqualification were also discussed by the Head of the BAC Secretariat. She also reminded the prospective bidders to take note of not using a Community Tax Certificate since it is not a valid proof of competitive evidence of identity. Under the latest Rules on Notarial Practice, competent Evidence of Identity shall be based on any ID issued by an official agency bearing the photograph and signature of the individual.

Suggested marking and packaging were also discussed.

Likewise, documents to be submitted by the bidder with the lowest calculated bid were also discussed by Ms. Dela Rama. She said that upon receipt of Notice of Lowest Calculated Bid, the bidder shall submit within five (5) calendar days the needed documents for Post-Qualification. Failure to submit any post-qualification requirements on time shall disqualify the bidder for award.

She also reminded that all documents when deemed necessary shall be signed by the authorized representative.

On the other hand, the Technical Working Group (TWG) presented Section VI - Schedule of Requirements and Section VII - Technical Specifications of the Bidding Documents for the procurement project Supply, Delivery, Configuration and Installation of Various Equipment for the IP PBX.

The following are the inquiries made by the prospective bidders with the succeeding responses from the BAC and TWG:

Microbase Incorporated asked what does transferrable mean in the Licenses. The TWG said that the meaning of *transferrable in the licenses is when an IP Phone breaks down; the license can be used for the replacement of IP Phones.*

Trends and Technologies asked why the licenses required is only 60 but the required number of IP phones is 60 and one (1) operator phone. The TWG responded that *only 59 IP phones will be activated and the remaining IP phone will serve as a spare/back-up phone.*

Tekzone asked regarding the transfer of TESDA Contact Center if said lines are analog lines. The TWG replied that *the six (6) analog trunk lines from TESDA Contact Center will be transferred to the IP-PBX.*

Ansible Technologies Corporation asked if TESDA can consider lowering the number of years that the company has been in the business, from five to four years, as its additional eligibility for the bidders. The BAC replied that *the 5-year requirement cannot be lowered since this was approved by TESDA Board. The reason for it is to ensure the stability of the company.*

Ivalue Technologies Corporation asked on the number of ports required in the Automated Attendant. The TWG replied that *six (6) ports/lines are required for Auto-Attendant feature.*

Gocom Systems and Solutions Corporation requested for possible schedule of an Ocular Inspection. The TWG through the BAC confirmed that *the Ocular Inspection can be conducted on Wednesday, December 5, 2018 from 9 a.m. to 5 p.m.*

Microbase Incorporated clarified if all calls will be forwarded to the Auto-Attendant since, in the specifications of IP-PBX, TESDA requires E1 trunk with 30 channels. The TWG confirmed that *all calls will be forwarded to the Auto-attendant.* However, they said that the E1 trunk requirement and the GSM Module feature are required for future expansion/use.

In addition, Microbase Incorporated asked if TESDA is requiring Certified Product Engineers to ensure full support and knowledge about the product. The BAC replied yes as part of the labor compliance and other clearances.

Likewise, they asked if there is a need to submit proof of being a Certified Product Engineers. The BAC responded yes. However, Atty. Ueda said that it will still be discussed with the TWG.

Microbase Incorporated also asked if there is a need to submit certification that the bidders are the authorized vendors of the product. The BAC responded that BAC will take note of this and it will still be discussed with the TWG since BAC has ample time to issue a Supplemental Bid Bulletin if there is a need.

They also asked if TESDA has existing separate lines for Voice and Data. The TWG replied that there are *no separate lines for voice and data.* TESDA only requires a minimum of one 10/100 ports for the IP phone.

Tekzone clarified about the structured cabling. The TWG explained that *the cabling requirement is only from the data port to the IP phone. If there is a need for moldings or conduits it must be supplied by the bidder.*

Tekzone asked if there is need for the bidders to submit the design and layout. The TWG said that *the layout is already included in the bid documents.*

Tekzone asked if the POE switch is provided. The TWG answered that *the POE switch will be provided from the Wireless Network Project.*

Nteksystems Inc. asked on the number of users that will be connected to the VPN Router. The TWG replied that there will be a *minimum three (3) users.*

Microbase Incorporated asked if TESDA can consider that the vendors for IP-PBX be included in the Gartner Quadrant and IDC reports to ensure that the bidders are proven stable in the IP-PBX industry. The BAC said that they *will discuss it with the TWG*.

In addition, Microbase Incorporated asked if TESDA is requiring IP-PBX to be fully redundant. The TWG answered *no*.

Microbase Incorporated also asked if the 17 licenses for Mobile phones are included in the 60 licenses for IP phones. The TWG said *no*, since licenses for mobile phones are separate.

They also asked if the mobile phones will be used for external or internal. The TWG replied that it will be used for *both internal and external*.

The BAC Vice Chairperson reiterated on the "No Contact Policy" to the prospective bidders as stated in the RA9184. However, the BAC stated that if the prospective bidders has further queries regarding the project, the bidders may write their letter which may be sent through the BAC Secretariat at bacsecretariat@tesda.gov.ph.

The prospective bidders were reminded that the closing date for the submission of bids is 11 December 2018 at 11:00 am PST as indicated in the bidding documents. The opening would be on the same day at 11:15 a.m. at CSA Conference Room, 2nd Flr., TESDA Admin Bldg., TESDA Complex, Taguig City.

IV. Adjournment

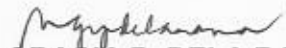
Having no other matters to discuss, the pre-bid conference was adjourned at 11:45 a.m.

Prepared by:



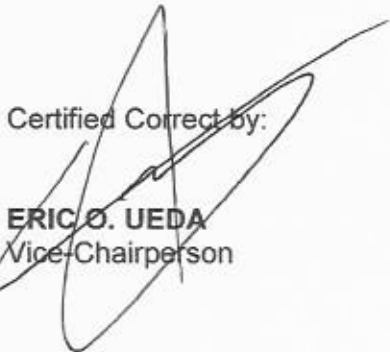
MELISANDE C. CENTENO
Minutes Officer

Reviewed by:



MARIA GRACIA P. DELA RAMA
Head, BAC Secretariat

Certified Correct by:



ERIC O. UEDA
Vice-Chairperson