

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE FOR THE SUPPLY, DELIVERY, CONFIGURATION AND
INSTALLATION OF VARIOUS EQUIPMENT FOR IP-PBX FOR THE TESDA CENTRAL
OFFICE - REBIDDING**

07 May 2019, Tuesday, 9:00 A.M.
AS Conference Room, 2/F TESDA Admin Bldg.
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

ATTENDANCE: Attendance Sheet attached (Annex A)

Present:

Bids and Awards Committee:

RD Conrado G. Bares	Vice Chairperson (NCR)
Dir. Ma. Magdalena P. Butad	Member (FMS)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Dir. Marissa G. Legaspi	Provisional Member – End-User (PO)
Ms. Lourdes F. Castante	Provisional Member – Technical Expert (LMID-PO)

Technical Working Group:

Mr. Manuel Louis T. Pili	Member
Mr. Oscar C. Ruma Jr.	Member
Mr. Christopher DC. Aquilo	Member

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Mr. Joseph Allen L. Simon	Member
Ms. Jela Mae A. Arcano	Member
Mr. Alric G. Subido	Member

Others:

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff

Prospective Bidders:

1. Adonis Tolentino	Trends & Technologies, Inc.
2. Yashemine Rante	Tracerline Technologies, Inc.
3. Aileen Moral	Tracerline Technologies, Inc.
4. Roselle Mae Sta. Ana	EGM Systems
5. Andrew Sunga	EGM Systems
6. Mary Grace Puno	World Solution Technology, Inc.
7. Louie Corminal	World Solution, Inc.
8. Anne Sienes	Digicom
9. Timothy D. Tumagan	Digicom
10. Jayson P. Upod	Armlink Computer Center
11. Myra Cea	Armlink Computer Center
12. Mark Allan Ching	Microbase Incorporated
13. Rose Guzman	Microbase Incorporated

- 14. Leianne Valerio
- 15. Marcom Malabed
- 16. John Earvin Flores

- Microbase Incorporated
- Microbase Incorporated
- MITEL

Absent:

Bids and Awards Committee:

DDG Rebecca J. Calzado

Chairperson (ODDG for PL)

BAC Secretariat:

Atty. Jan Michael P. Jaro

Member

MINUTES OF THE MEETING

A. CALL TO ORDER

The Pre-Bid Conference started at 9:20 AM as presided by RD Conrado G. Bares, BAC Vice Chairperson.

Upon query from RD Bares, Ms. Maria Gracia P. Dela Rama, Head BAC Secretariat confirmed the presence of a quorum with 6 out of 7 members of the BAC in attendance.

Likewise, he acknowledged the members of the BAC, the Technical Working Group, the BAC Secretariat, and the representatives from the eight (8) interested bidders/companies as listed above. All the representatives for each company were requested to introduce themselves.

RD Bares opened the Pre-Bid Conference on the *Supply, Delivery, Configuration and Installation of Various Equipment for IP-PBX for TESDA Central Office - Rebidding* under public bidding TESDA-CO-2019-02.

B. PRESENTATION / DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
<p>1. Letter to Observers</p>	<p>RD Bares asked for proofs of receipt of the invitation letters sent out to the observers.</p> <p>Ms. Balinas presented to the meeting the proofs of receipt by five (5) observers namely:</p> <ol style="list-style-type: none"> 1. Reallife Foundation Inc. (April 29, 2019) 2. Philippine Chamber of Commerce and Industry (April 29, 2019) 3. Philippine Jesuit Prison Service (April 30, 2019) 4. Commission on Audit (April 29, 2019) 5. Philippine Institute for Supply Management (hand-carried to PISM last April 29, 2019 but was not accepted as the addressee must be updated to Mr. Edgard Magpantay as the new President of PISM) <p>RD Bares noted the absence of the observers in the pre-bid conference.</p>

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<p>2. Publication of the Invitation to Bid</p>	<p>RD Bares said that the Invitation to Bid (ITB) was posted at the Philippine Government Electronic Procurement System (PhilGEPS) website and TESDA website on April 26, 2019.</p> <p>Likewise, the BAC Secretariat informed the body that the ITB was also posted on the bulletin board near the entrance at TESDA Gate 1, which is the place reserved for the posting of notices and information relative to procurement activities.</p>
<p>3. Presentation of Requirements of the Bidding Documents</p>	<p>RD Bares said that the purpose of the meeting was to give an opportunity to the prospective bidders to seek clarifications should they have concerns regarding the whole bidding process including the bidding documents.</p> <p>RD Bares called the BAC Secretariat for the presentation of the General Requirements for Government Procurement.</p> <p>As she proceeded the presentation of the General Requirements for Government Procurement, Ms. Dela Rama highlighted the following:</p> <p>✓ <u>PURPOSE:</u></p> <p>Ms. Dela Rama emphasized that any discussion/agreement during the pre-bid conference shall not modify the terms in the Bidding Documents, unless in writing and issued through a Supplemental Bid Bulletin.</p> <p>✓ <u>BIDDER'S ELIGIBILITY:</u></p> <p>a. Class "A" Eligibility Documents</p> <ul style="list-style-type: none"> • Bidders should submit a valid Certificate of PhilGEPS Registration (Platinum Membership) together with Annex A. She emphasized that if the eligibility requirements stated in Annex A are not updated, said documents shall be submitted during the post qualification stage of the bidding process. • Tax Clearance shall be valid and issued where the business is located/registered. • Statement of Single Largest Completed Contract similar to the Contract to be bid shall refer to any contract for the Supply, Delivery, Configuration and installation of Various Equipment for IP-PBX. Refer to Annex E of the Bidding Documents for the form to be used. • For the Statement of All On-Going and Awarded but not yet Started Contracts, Ms. Dela Rama said that the bidders shall use the form attached as Annex E-1 in the Bidding Documents. • Computation of NFCC <p>NFCC= [(Current Asset-Current Liabilities) x 15] – [Value of all outstanding contracts]</p>

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	<p>Ms. Dela Rama said that in the computation of NFCC, the Current Assets and Current Liabilities shall be based on the latest Audited Financial Statements submitted by the bidder. While the value of all the outstanding contracts shall be based on the total amount indicated in the Statement of On-going Contracts Awarded but not yet started contracts (Annex E-1). She stressed that any understatement/ undisclosed contracts will have impact during the post qualification and would be grounds for disqualification.</p> <p>In case the bidder does not want to submit an NFCC, they have the option to submit a Committed Line of Credit from a universal or commercial bank at least equal to 10% of the Approved Budget for the Contract (ABC) to be bid.</p> <ul style="list-style-type: none"> • Joint Venture Agreement (Class "B" of the Eligibility Documents) <ul style="list-style-type: none"> – If applicable, the bidder should refer to Annex G of the Bidding Documents for the sample format of the JVA. <p>b. Technical Documents</p> <ul style="list-style-type: none"> • Forms of the Bid Security are the following: <ul style="list-style-type: none"> – Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit equivalent to <u>2% of the ABC amounting to Php 92,476.08</u> – Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to <u>5% of the ABC amounting to Php 231,190.20</u> – Bid Securing Declaration following the format under Annex J of the Bidding Documents <p>Ms. Dela Rama reminded that pursuant to Amended Rule II, Section 12 (a) of 2004 Rules of Notarial Practice, the identification of an authorized representative shall present only his/her valid identification document issued by the official agency such as but not limited to passport, driver's license, PRC ID, GSIS or SSS ID, etc. She emphasized that use of Cedula is not acceptable.</p> <p>✓ <u>DOCUMENTS REQUIRED DURING THE BID OPENING:</u></p> <p>a. First envelope shall contain the following:</p> <ul style="list-style-type: none"> – Authority of Signatory; – PhilGEPS Certificate of Registration; – Single Largest Completed Contract (SLCC); – Statement of all on-going including awarded but not yet started contracts; – NFCC or Committed Line of Credit (CLC); – Joint Venture Agreement (JVA), if applicable; – Bid Security;

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	<ul style="list-style-type: none"> - Statement of Compliance with the Delivery Schedule (Section VI); - Statement of Compliance with the Technical Specifications (Section VII); and - Omnibus Sworn Statement. <p>b. Second envelope shall contain the Financial Component (Annex "A" of the bidding documents)</p> <p>Ms. Dela Rama said that the bidders shall submit one (1) original and three (3) copies of the said requirements.</p> <p>✓ <u>DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED BIDDER FOR POST QUALIFICATION PURPOSES:</u></p> <ul style="list-style-type: none"> a. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall include a copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion; b. Submission of pieces of evidence such as but not limited to manufacturer's or distributor's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate as proof of compliance with the bidder's actual offer, if applicable. All samples to be submitted should comply with the agency's technical specifications and performance levels, where applicable; <p>Ms. Dela Rama requested the prospective bidders to check Section VII. Technical Specifications, page 82 for the evidences that can be used as reference of their bid offers.</p> <ul style="list-style-type: none"> c. Samples which comply with the agency's technical specifications and performance levels, if applicable. d. Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed in Electronic Filing Payment System (eFPS); e. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) and Quarterly Income Tax Return (Forms 1701Q and 1702Q) covering the previous six (6) months as filed through eFPS; and f. The updated Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration (Platinum Membership).

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	<p>Ms. Dela Rama gave the following contact details of the BAC Secretariat if ever prospective bidders have questions:</p> <ul style="list-style-type: none"> - email address: bacsecretariat@tesda.gov.ph - Telephone Number: (02) 893-8296
<p>4. Presentation of the Schedule of Requirements and the Technical Specifications</p>	<p>RD Bares called the TWG Members for the presentation of <u>Section VI - Schedule of Requirements</u> and <u>Section VII - Technical Specifications</u> of the Bidding Documents.</p> <p>Mr. Pili and Mr. Ruma presented the Scope of Work and the key aspects of the following items described in Section VI - Schedule of Requirements:</p> <ol style="list-style-type: none"> (1) IP-PBX (2) VPN Router (3) Basic IP Phones (4) Operator Phone (5) Structured Cabling (6) Smart Phones (7) Soft Phone Licenses (for mobile phones) <p>Mr. Pili described the established switches wherein the cables are dedicated to be connected. The diagram in the Proposed TESDA ICT Infrastructure and Layout Plan from ground to 7th floor was shown to the bidders.</p> <p>Mr. Pili said that the delivery period is sixty (60) calendar days upon receipt of the Notice to Proceed.</p> <p>Presented next was Section VII-Technical Specifications wherein Mr. Pili and Mr. Ruma relayed the <u>Bidders Responsibilities</u>.</p> <p>Mr. Pili emphasized that bidders should state "Comply" or "Not Comply" under the Statement of Compliance. He also said that the brand or model should be indicated. Likewise, reference should be clearly stated and if possible, it should be highlighted and properly labelled.</p> <p>In addition, Mr. Ruma reminded the prospective bidders regarding the supporting evidence that it must be specifically meant for the equipment that will be delivered. Likewise, he reminded them to ensure that the documents must be properly named and signed by the authorized representative.</p> <p>RD Bares stated that the ABC for this procurement is Php 4,623,803.94.</p>

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5. Question and Answer	RD Bares open the table for the bidders' questions and clarifications relative to <i>Supply, Delivery, Configuration and Installation of Various Equipment for IP-PBX for TESDA Central Office - Rebidding</i>		
	PROSPECTIVE BIDDERS	ISSUES/CONCERNS	TWG ANSWER
	MICROBASE	Inquired if they will be providing cabling for all ports/phone and the 86 ports.	Yes, all IP Phones with the phone symbol and IP-Phone nodes will be cabled from the data ports/ IP Phones to the switch.
	MICROBASE	Clarification on the need to transfer all the existing 6 PLDT direct lines of the TESDA Contact Center to the IP-PBX.	Clarified that the existing 6 direct PLDT trunk lines will be transferred to the IP-PBX for the contact center.
	MICROBASE	Clarification on the requirement of cabling whether the bidder can provide PVC conduit instead of metal conduit.	The bidder may use any appropriate conduits.
	MICROBASE	Clarification if the location where the project IP-PBX will be executed is the location of the existing Contact Center.	The location will be at the 4 th Floor but in separate rooms.
	MICROBASE	Inquired about the number of seats in the call center.	The contact center has 6 seats.
	MICROBASE	Inquired about the existing IP-PBX of TESDA	NSC
	MICROBASE	Clarification on who will execute the transfer.	The transfer is part of the scope of work of the bidder.
	MICROBASE	Inquired about the inclusion of the license for the 500 users in the requirement of 500 users capacity.	TESDA only needs 60 IP licenses. However, the agency requires for the equipment to have the capacity for 500 users since the agency plan to procure additional licenses for future expansion.
	MICROBASE	Clarification on the statement that the licenses must be perpetual and transferable. Would it mean to transfer from one location to another location?	No. When the IP-Phone is no longer working the license can be transferable to new IP-Phone.
	MICROBASE	Inquired who will supply the GSM gateway	Included in the requirement of this project.


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	MICROBASE	Inquired about the agency Call Statistics on the simultaneous calls received by TESDA (Local and outside) in relation to the required <i>Automated Attendant</i>	The call statistics will be addressed by the concerned office. Likewise, the required <i>Automated Call Attendant</i> refers to the existing 6 Contact Centers. For the other calls, it will fall to the operators. The 30 Channels are just ready channels for future use.
	WORLD SOLUTION	Clarifications on the requirement of CAT 6a for the supply an delivery of UTP cables and accessories.	CAT 6a will be used as stated in the Bidding Documents.
	TRENDS	Clarification on the existing contacts centers transfer of trunks. Moreover, they inquired if it requires voice recording. They further inquired as well about the GSM or SIP if it is analog or digital.	The transfer of trunks will be routed to the new IP-PBX as PLDT lines will be connected to the IP-PBX. There is no need to require voice recording. Likewise, there will be provide answer for the GSM gateway through the issuance of a bid bulletin.
	WORLD SOLUTION	With regards to the requirement that the proposed solution must be included in the Gartner Magic Quadrant CY 2017 or 2018, will there be no issue that the item they will be providing has NTC Approved Certificate or Manufacturer Certificate of the Brand/Product if the item is not included in the Gartner Magic Quadrant.	The answer will be provided through the issuance of a supplemental bid bulletin.
	EGM SYSTEMS	Inquired for a possible Site Survey	The schedule of site visits for all prospective bidders will be on May 8, 2019 at 2:00PM
		Inquired if it is possible to use Unified Communication in Gartner instead of IP-PBX?	Yes, we will consider the term Unified Communication in lieu of IP-PBX.

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS		
	MITEL	Clarification on the following: <ul style="list-style-type: none">• Mobile Softphone Licenses are within the office or outside also 3G or 4G Connections?	<ul style="list-style-type: none">• Yes
		<ul style="list-style-type: none">• Inside/Outside contact center with 6 agents were already included in the said 60 IP Licenses	<ul style="list-style-type: none">• Yes
		<ul style="list-style-type: none">• In terms of the specific feature requirements for the phone, does it require real-time historical reports	<ul style="list-style-type: none">• None in particular as the contact center do only basic operations or manually only.
	MICROBASE	Inquired if the POE switch were already installed or do they have to provide.	Installed POE switch is only for the wireless project.
		Inquired the possibility of reducing the 3-year warranty for the Smart Phone to one (1) year.	The answer will be provided through the issuance of a supplemental bid bulletin.
	WORLD SOLUTION	Inquired about the VPN router if it will be supplied only	Yes
	MICROBASE	Inquired about the 30 Auto Attendant availability in the event the 30 Channels for instance are readily available	No. Not necessarily.
6. Schedule	RD Bares said that the deadline of the submission of bid is on May 21, 2019 at 9:00 am. Bid Opening will be on the same date at 9:15 AM at AS Conference Room, 2 nd Floor, TESDA Administration Building, Taguig City.		
7. Others	The BAC Secretariat announced that the Bidding Documents can be readily purchased at the Procurement Division Office located at the 3 rd Floor of the TESDA Administration Building.		

C. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 10:21 a.m.

Prepared by:


ROSA M. PONCE
Minutes Officer

Reviewed by:


MARIA GRACIA P. DELA RAMA
Head, BAC Secretariat

Approved by:


RD CONRADO G. BARES
BAC Vice-Chairperson