

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BIDDING CONFERENCE

for the

“Subscription of Enterprise Cloud-based E-signature Service for the Philippine Competition Commission”

IB No. 2021-EPA-0007

Date: 22 October 2021

Venue: Microsoft Teams Teleconference

Present:

BAC Members

- | | | |
|---------------------|---|-------------------------------|
| 1. Chairperson | : | Jeson Q. de la Torre |
| 2. Vice Chairperson | : | Atty. Juan Antonio E. Arcilla |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Tristan A. Canare |

BAC Secretariat

- | | | |
|-------------------|---|-----------------------------|
| 1. Head | : | Ma. Celeste S. Dizon |
| 2. Assistant Head | : | Mark Jayson R. Fajutnao |
| 3. Member | : | Nicky Jonna Pitallano |
| 4. Member | : | Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Isabelo Miguel V. Abaño |
| 6. Member | : | Meonel B. Nuñez |
| 7. Member | : | Anna Dominique M. Francisco |
| 8. Member | : | Floricar Gonzalodo |
| 9. Member | : | Bill A. Geslani |
| 10. Member | : | Raven Rein R. Villanueva |
| 11. Member | : | Ralph Riel N. Garcia |
| 12. Member | : | Jonalyn F. Funa |
| 13. Member | : | Jean Cheska R. Cabriga |

End-User:

- | | | |
|---------|---|------------------------|
| 1. ICTD | : | Alvin U. Bosque |
| 2. ICTD | : | Warren Paul A. Nicdao |
| 3. ICTD | : | Rejane F. Allera |
| 4. ICTD | : | Chrislyn Joy P. Sioson |

Bidders:

- | | | |
|------------------------------------|---|------------------------------|
| 1. Securemetric Technologies, Inc. | : | Mr. Jayrill Cres B. Amarille |
| 2. Securemetric Technologies, Inc. | : | Mr. Joey Ray S. Fernandez |
| 3. Securemetric Technologies, Inc. | : | Mr. Joseph Erwin R. Capili |
| 4. Securemetric Technologies, Inc. | : | Mr. William J. Dimaano |
| 5. Ynzal Marketing Corporation | : | Ms. Jane A. Dungca |
| 6. Ynzal Marketing Corporation | : | Ms. Leah Solinap |

I. Call to Order

The PBAC Chairperson called the meeting to order at 01:30 PM.

II. Agenda

Discussion	Recommendation/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> • The PBAC through its Secretariat presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> ➤ Technical Components ➤ Financial Components ➤ Sealing and Marking of Bidding Documents ➤ Important Schedules ➤ E-bid submission ➤ General Rules • Part II of the said conference was the discussion of the Terms of Reference. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • The Subscription of Enterprise Cloud-based E-signature Service aims to provide a system that allows electronic documents to be routed from any location and on any device. To provide a safe and secure document approval procedure that allows transactions to be processed more quickly. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC for the project is Two Million Two Hundred Thousand Pesos (PhP2,200,000.00), inclusive of all applicable government taxes and service. 	<p>All questions and concerns were clarified. Thus, no Bid Bulletin will be issued.</p>

D. Date/ Time of Submission and Opening of Bids

- Submission of Bids: 05 November 2021, 12:00NN
- Opening of Bids: 05 November 2021, 01:30PM

E. Questions and Answers

- The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:
 1. Mr. Amarille of Securemetric Tech, queried if a project under foreign company is acceptable to indicate in the SLCC.
 - Mr. Fajutnao of the PBAC Secretariat responded that the foreign projects will be allowed & accepted but should be converted into Philippine Peso.
 2. Mr. Amarille of Securemetric Tech, queried if it is applicable to pay the bidding documents through online payment.
 - The PBAC Chairperson, responded that the portal or online payment is not yet operational and the bidders are advised to transact personally at PCC Cashier office.
 3. Mr. Dimaano of Securemetric Tech, queried if the No.3 item on the Terms of Reference is mandatory requirement, the customization of branding and logo for email or it should be on interface.
 - Ms. Allera of the End-user, responded that the listed items on the Terms of Reference are the minimum requirements, any of these can be part of the solution but the generation of automatic email reminder and notification are required.
- The PBAC Chairperson reiterated that the PCC is implementing a No Gift Policy and is not soliciting any money or favor for any purpose. Bidders should be aware of the scammers soliciting donations or gifts using PCC Officials' name.

III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:00PM.

Prepared by:

Approved by:



MARK JAYSON R. FAJUTNAO
PBAC Secretariat



JESON Q. DE LA TORRE
Chairperson, PBAC




[For signature] Pre-Bid Minutes_Subscription of Enterprise Cloud-based E-signature Service for the PCC


Final Audit Report


2021-11-04


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