

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE

for the

“Subscription of Enterprise Cloud-based E-signature Service for the Philippine Competition Commission, IB No.2021-EPA-0009”

Date: 24 November 2020

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

BAC Members

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| 1. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 2. Regular Member | : | Allan Roy D. Mordeno |
| 3. Regular Member | : | Arnold Roy D. Tenorio |
| 4. Provisional Member | : | Jeson Q. de la Torre |

BAC Secretariat

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|-------------------|---|-----------------------------|
| 1. Assistant Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | July R. Suing |
| 3. Member | : | Merry Lyn V. Bambao |
| 4. Member | : | Nicky Jona Pitallano |
| 5. Member | : | Teejay Yoshiumi J. Sakuma |
| 6. Member | : | Mark Jayson R. Fajutnao |
| 7. Member | : | Isabelo Miguel V. Abaño |
| 8. Member | : | Anna Dominique M. Francisco |

End-User:

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| 1. AO-ICTD | : | Rejane F. Allera |
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Bidders:

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| 1. Securemetric Technology, Inc. | : | Jayrill Cres Amarille |
| 2. Ynzal Marketing Corp. | : | Leah S. Solinap |
| | : | Jane Dungca |
| 3. Microgenesis Business Systems | : | Raymond De Guzman |
| | : | Gustav Evangelista |
| 4. My Busybee Inc. | : | Christine Ocampo |
| | : | Noemi Ergino |

I. Call to Order

The PBAC Vice Chairperson called the meeting to order at 02:01 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 ➤ General Rules • Part II of the Pre-Bidding conference –Terms of Reference (TOR) for the project was presented by the end-user. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • In order to achieve operational targets and avoid delays in processing documents, the PCC needs a secured cloud-based technology solution that will meet its operational needs. The solution needs to enable PCC to manage, track and securely route documents for signature and approval of its officials. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC is One Million Nine Hundred Thousand Pesos Only (PhP1,900,000.00), inclusive of all applicable government taxes and service. <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> • Submission of Bids: 07 December 2020, 12:00NN • Opening of Bids: 07 December 2020, 02:00PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> • The PBAC Vice-Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: 	

<ol style="list-style-type: none"> 1. Mr. Raymond De Guzman of Microdata queried if the subscription period will begin on January 2021 for the 50 users requirement of the PCC. <ul style="list-style-type: none"> ➤ The end-user confirmed that the subscription period for all the 50 users will begin on January 2021. 2. Mr. De Guzman also asked if the requirement is pertaining to particular product like Adobe or any product that will suffice the requirement. <ul style="list-style-type: none"> ➤ The end-user may issue bid bulletin to clarify the question raised. 3. Mr. De Guzman queried if there is a preferred format or template of the generated report to be required by the end-user. <ul style="list-style-type: none"> ➤ The end-user may issue bid bulletin to clarify the required details of the generated report. 4. Ms. Christine Ocampo of My Busybee Inc. asked if the Single Largest Completed Contracts (SLCC) pertains to any cloud-based e-signature or any Adobe products <ul style="list-style-type: none"> ➤ The end-user responded that the SLCC should be similar to the procurement project which is cloud-based e-signature. 5. Ms. Lea Solinap of Ynzal Marketing asked if the SLCC should be government or private contract. <ul style="list-style-type: none"> ➤ The end-user responded that there were no specific requirements for the contract to be indicated for SLCC as long as it is similar to the procurement project. 6. Mr. De Guzman of Microdata queried if the perpetual licenses can be considered for the procurement project. <ul style="list-style-type: none"> ➤ The end-user responded that they are requiring a subscription-based licenses. <ul style="list-style-type: none"> • The PBAC reiterated the strict implementation on the deadline of submission of bids, which is on 07 December 2020, 12:00NN 	<p>A Supplemental Bid Bulletin may be issued to address the following clarifications:</p> <ul style="list-style-type: none"> - Specific product requirement - Preferred format or template of the generated report
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III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:34 PM.

Prepared by PBAC Secretariat

Reviewed by:



JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:



ATTY. FERDINAND B. REDULLA
Vice-Chairperson, PBAC