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 Department of Environment and Natural Resources  
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Subject: LETTER DTD 09/17/2020 Minutes of Meeting for the Pre Bid Conference dated 29 July 2020

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ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
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DENRCO - ASPSMD		DENRCO - FMS MD	09/17/2020 09:45:46 AM	For Considerations of M' Evelyn, please. Pg. 54

Mondroy 9/17/2020  
2:50 PM

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Thank,



**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING  
29 July 2020**

- Venue** : DENR Main Building and Online via Google Meet Platform
- Date/Time** : 29 July 2020, Wednesday  
10:00 AM onwards
- Agenda** : **Pre-Bid Conference for the following DENR requirements:**
- a) Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources Field Offices under Bid Ref No. DENR-CO-2020-006
  - b) Supply, Delivery, Installation and Configuration of Brand New Network Security Appliances for the Department of Environment and Natural Resources Regional Offices (ROs), Provincial Environment and Natural Resources Offices (PENROs), Land Management Bureau (LMB), and Ecosystem Research and Development Bureau (ERDB) under Bid Ref No. DENR-CO-2020-005
  - c) Supply and Delivery of Three (3) Units Brand New Mini Dump Truck for the Department of Environment and Natural Resources-Manila Bay Coordinating Office (DENR-MBCO) under Bid Ref No. DENR-CO-2020-001 REBID

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

Atty. Norlito A. Eneran	Vice Chairperson
Dir. Maria Ellena Morillos Manila	End-User/Provisional Member
Evelyn G. Nillosan	Alternate Vice Chairperson
Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Alternate Member

**BAC Technical Working Group**

Atty. Anthony Raymond Velicaria	Head
Engr. Roberto Aguda	Member
Dianne G. Ibias	Member
Christopher Atienza	Member
Raquel Gongora-Maale	Member
Richard Dean Sison	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member
Alleli G. Vergara	Member
Ma. Rosario T. Santiago	Member
Lia Cassandra A. Logmao	Member

## **BAC Secretariat**

Lamberto S. Ramos

Diana Noble

Other office staffs

## **Attendance of Prospective Bidder/s**

<b>Prospective Bidder/s</b>	<b>Representative/s</b>
<i>A. Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources Field Offices</i>	
1) American Technologies, Inc.	RG Eleazar
2) Netplay Inc.	Marivie Dayag
<i>B. Supply, Delivery, Installation and Configuration of Brand New Network Security Appliances for the Department of Environment and Natural Resources Regional Offices (ROs), Provincial Environment and Natural Resources Offices (PENROs), Land Management Bureau (LMB), and Ecosystem Research and Development Bureau (ERDB)</i>	
1. American Technologies, Inc.	RG Eleazar
2. Netplay Inc.	Marivie Dayag
3. IMAX Technologies Inc	Stella Solano
4. Solutions Partner Inc.	Edwin Lim
<i>C. Supply and Delivery of Three (3) Units Brand New Mini Dump Truck for the Department of Environment and Natural Resources-Manila Bay Coordinating Office (DENR-MBCO)</i>	
1) Autoperfection, Inc.	Joanne Lou Casin
2) The Legacy Truck and Tractors Inc.	Mervin Santos

*\*Note: Attached as Annex "A" is the copy of attendance for BAC Meeting dated 29 July 2020*

## **II. CALL TO ORDER**

The meeting was called to order at 10:00 AM and presided by the Alternate Vice Chairperson, to discuss the agenda stated above.

## **III. ROLL CALL**

The BAC Secretariat called the roll and informed the Alternate Vice Chairperson that five (5) members are present which constitute a quorum. The Alternate Vice 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

- A. **Pre-Bid Conference** for the Procurement of Network Security Appliance Maintenance Service for the Department of Environment and Natural Resources Field Offices under IB No. DENR-CO-2020-006
- The BAC Alternate Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
    1. American Technologies, Inc.; and
    2. Netplay Inc.
  - Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
  - A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
    - ✓ Packaging and Envelope Labeling Instructions
      - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
    - ✓ Invitation to Bid
    - ✓ Instruction to Bidders
    - ✓ Bid Data Sheet
    - ✓ General Conditions of the Contract
    - ✓ Special Conditions of the Contract
    - ✓ Eligibility Documents
      - Legal, Technical and Financial Requirements
      - Documentary Requirements for Post-Qualification
    - ✓ Schedule of Requirements & Technical Specifications
      - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
    - ✓ Bidding Forms
      - How to properly fill-up the required forms.
      - Indicate "0" or "-" to items offered for free and do not leave any blank. Failure to do so will result in a rating of "Failed".
    - ✓ Recommended format of the Secretary's Certificate
      - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
      - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
    - ✓ Checklist of Requirements
  - During the discussion, various issues and concerns were raised by the prospective bidders and were later advised by the end-user to send such thru email which will be officially clarified/answered thru bid bulletin.
  - After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 03 August 2020.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 05 August 2020 in order to proceed with the scheduled Bid Opening on 11 August 2020.

- 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 the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP10,000.00 not later than the scheduled submission of bids on 11 August 2020, 10:00 AM to be able to participate in the bidding.

**B. Pre-Bid Conference for the Supply, Delivery, Installation and Configuration of Brand New Network Security Appliances for the Department of Environment and Natural Resources Regional Offices (ROs), Provincial Environment and Natural Resources Offices (PENROs), Land Management Bureau (LMB), and Ecosystem Research and Development Bureau (ERDB) under IB No. DENR-CO-2020-005**

**A. CALL TO ORDER**

The meeting was called to order at 1:30 PM and presided by the Vice Chairperson, to discuss the agenda stated above.

**B. ROLL CALL**

The BAC Secretariat called the roll and informed the Vice Chairperson that four (4) members are present which constitute a quorum. The Alternate Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

**C. SALIENT FEATURES OF DISCUSSION**

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following bidders:
  - 1) Solutions Partner, Inc.;
  - 2) IMAX Technologies Inc.
  - 3) American Technologies, Inc.; and
  - 4) Netplay Inc.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
  - ✓ Invitation to Bid
  - ✓ Instruction to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Legal, Technical and Financial Requirements
    - Documentary Requirements for Post-Qualification
  - ✓ Schedule of Requirements & Technical Specifications
    - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
  - ✓ Bidding Forms

- How to properly fill-up the required forms.
    - Indicate "0" or "-" to items offered for free and do not leave any blank. Failure to do so will result in a rating of "Failed".
  - ✓ Recommended format of the Secretary's Certificate
    - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
    - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
  - ✓ Checklist of Requirements
- During the discussion, various issues and concerns were raised by the prospective bidders and were later advised by the end-user to send such thru email which will be officially clarified/answered thru bid bulletin.
  - After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 03 August 2020.
  - For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 05 August 2020 in order to proceed with the scheduled Bid Opening on 11 August 2020.
  - 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 the procurement.
  - The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP10,000.00 not later than the scheduled submission of bids on 11 August 2020, 1:00 PM to be able to participate in the bidding.

**C. Pre-Bid Conference for the Supply and Delivery of Three (3) Units Brand New Mini Dump Truck for the Department of Environment and Natural Resources-Manila Bay Coordinating Office (DENR-MBCO) under Bid Ref No. DENR-CO-2020-001**

- The BAC Alternate Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
  1. Autoperfection Inc.; and
  2. The Legacy Truck and Tractors Inc.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked as "copy 1" and "copy 2" containing the same requirements.
  - ✓ Invitation to Bid

- ✓ Instruction to Bidders
- ✓ Bid Data Sheet
- ✓ General Conditions of the Contract
- ✓ Special Conditions of the Contract
- ✓ Eligibility Documents
  - Legal, Technical and Financial Requirements
  - Documentary Requirements for Post-Qualification
- ✓ Schedule of Requirements & Technical Specifications
  - Follow instructions as indicated in Section VII. and failure to do so, will result in a rating of "Failed".
- ✓ Bidding Forms
  - How to properly fill-up the required forms.
  - Indicate "0" or "-" to items offered for free and do not leave any blank. Failure to do so will result in a rating of "Failed".
- ✓ Recommended format of the Secretary's Certificate
  - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
- ✓ Checklist of Requirements

- During the discussion, various issues and concerns were raised by the prospective bidders and were later advised by the end-user to send such thru email which will be officially clarified/answered thru bid bulletin.
- After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 03 August 2020.
- For the End-User Unit, to respond to the queries and clarifications of the bidders on or before 05 August 2020 in order to proceed with the scheduled Bid Opening on 11 August 2020.
- 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 the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP5,000.00 not later than the scheduled submission of bids on 11 August 2020, 1:30 PM to be able to participate in the bidding.

## V. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 3:00 PM.

Prepared by:



**DIANNE G. IBIAS**  
 OIC Chief, Procurement Management Section &  
 Member, BAC Secretariat

Noted by:



**EVELYN G. NILLOSAN**  
 Chief, Management Division &  
 Alternate Vice Chairperson, Bids & Awards  
 Committee