



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 055-2019

DATE : 06 December 2019
TIME : 10:30 a.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member
Josephine M. Napiere	-	Regular Member
Jan Pearl F. Portugal	-	Regular Member
Gervacio N. Balatbat	-	Provisional Member, End-User, ICTD
Marietta I. Guerrero	-	Provisional Member, End-User, HRMD
Eric E. Dimaculangan	-	Provisional Member, End-User, ASD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant, Head Secretariat
Rogelyn G. Mendoza	-	Member, TWG
John Leonardi Duque	-	ICTD
Angeli Dela Paz	-	ASD

Contractor's Representatives:

Aiza Mendoza	-	Columbia Technologies, Inc.
Ariane Teodoro	-	Columbia Technologies, Inc.

CALL TO ORDER:

The Head Secretariat read the attendance of the BAC Members, TWG Members and Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 10:40 a.m.

HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Pre-Bid Conference for the Procurement of IT Resources; and b) Pre-Procurement Conference for the following projects: b.1) Procurement for the Supply and Delivery of Maintenance Services for Enterprise Storage Array and Related Equipment; b.2) Procurement of Security Screening Machine Operators for Philippine Ports Authority, Port Security Clusters of Luzon, Visayas and Mindanao Comprising of Different Port Management Offices and Terminal Management Offices/Ports under their Respective Jurisdiction.

2. Pre-Bid Conference for the Procurement of IT Resources

2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

2.2 Upon opening the floor for inquiries and clarifications, Ms. Mendoza, representative of Columbia Technologies, Inc. raised the following:

a) Lot 1. OEM Branded Laptop Computers

- Single Largest Completed Contracts (SLCC) – If any contracts related to IT Resources may be considered for the SLCC. Mr. Duque answered that if the procurement is for laptops, contracts for desktops can be considered, since it serves similar purpose.

Whether contract for scanners are considered for the SLCC for printers, Mr. Balatbat answered that it may be considered as long as the primary purpose is printing and not scanning.

- Statement of all on-going government and private contracts – Whether the Statement to be submitted includes attachments. Atty. Manatad clarified that attachments are not required to be attached on the Statement of all its on-going government and private contracts. However, presentation of those documents is required during post-qualification.
- On-Site Service Center – Whether on-site repairs and maintenance are done within Metro Manila. Mr. Balatbat clarified that the bidders may opt to cater repairs and maintenance in the bidder's service centers located in other provinces.

Atty. Manatad pointed out that there is a provision in the TOR requiring the bidders to provide authorized service centers, designated to cater to the needs of PPA Head Office, Luzon, Visayas and Mindanao.

Ms. Mendoza inquired if the transportation cost to transfer the equipment from Metro Manila to the province for repairs and maintenance will be shouldered by PPA. She justified that the transfer of equipment may incur additional cost on the part of the bidder. The Chairperson stated that the matter will be taken into consideration.

- Three (3) years warranty for parts and labor – The battery for laptops has a standard warranty of one (1) year. Hence, battery should not be included in the required 3-year warranty for parts. Ms. Mendoza manifested that the budget allocated by PPA for the laptops are too tight. The Chairperson stated that said matter will be taken into consideration, and if necessary, a Bid Bulletin will be issued correspondingly.
- Recovery disk – Ms. Mendoza informed the Committee that they intend to provide recovery disk via 32 GB USB. However, they cannot assure the 1 is to 1 ratio to provide recovery disk for the 84 laptops. The Chairperson stated that the matter will be taken into consideration.
- Whether the requirement for a minimum of twelve (12) years in the market refers to the brand and not on the model. Mr. Duque affirmed.

b) Lot 3. 80 Column 24 Pin DOT Matrix Printers

- Two (2) Fabric Ribbon Cartridge – The End-User clarified that only one (1) extra ribbon cartridge is required while the other one is already installed in the printers.

Ms. Mendoza manifested that the budget provided may not be sufficient. Atty. Jaramillo suggested to maintain the requirement for 2 cartridges. She explained that other bidders may be able to comply with the said requirement.

c) Lot 4. Laser Printers with LAN

- High yield toner cartridge – The required specifications may not be met by prospective bidders, considering the limited budget. Mr. Balatbat suggested to maintain the requirement.
- Warranty on parts and labor – The standard warranty is for one (1) year. Additional warranty may incur additional cost. Mr. Balatbat suggested to maintain the requirement, considering that ASD conducted their own canvass.

d) Lot 5. Inkjet A3 Printers Refillable Ink:

- The same concern on warranty and consumables of ink were raised.

2.3 The Head Secretariat reminded the prospective bidders of the schedule of submission and opening of bids for the Procurement of IT Resources.

3. Pre-Procurement Conference for the following projects:

3.1 Procurement for the Supply and Delivery of Maintenance Services for Enterprise Storage Array and Related Equipment

3.1.1 Mr. Balatbat presented the details of the Terms of Reference (TOR), as follows:

- I. Background;
- II. General Requirement;
- III. Objective;
- IV. Technical Requirement;
 - Scope of Work
 - Specifications
- V. Period Covered;
- VI. Bidder Qualifications;
- VII. Approved Budget;
- VIII. Bid Bond Security; and
- IX. Delivery and Payment

After the presentation, the Committee discussed as follows:

- a) The Chairperson asked whether the same terms and conditions as compared to previous procurement are required. Mr. Balatbat affirmed. He added that the budget for maintenance services is usually higher than the budget for the procurement of equipment.
- b) The Chairperson inquired the basis for the quarterly payment to the bidder. Mr. Balatbat explained that other bidders do not want to submit documents on a monthly basis.

Atty. Jaramillo inquired the terms of payment for the existing service provider. Mr. Balatbat answered monthly. Atty. Jaramillo opined that other providers may not want the required terms of payment. The Chairperson commented that the terms of payment should be included in the TOR and should be emphasized during the Pre-Bid Conference.

- c) Atty. Manatad observed that there is no provision on warranty. Mr. Balatbat stated that a provision on warranty will be stated in the contract.

The Head Secretariat stated that the new pro-forma contract has no specific provision on warranty, hence the TOR should provide the provision for said warranty.

- d) Bidder Qualification – Atty. Manatad inquired whether the required specific proof of in-country stock of recommended spare parts (HUSVM controller, spare disk, Cisco, Brocade) should be evaluated during bidding. The Chairperson suggested that a Certification stating that the bidder has the required spare parts should be required.

The Chairperson suggested to delete the phrase “supply and delivery” on the title, considering that the subject procurement involves only maintenance services.

- 3.1.2 After a motion duly made and properly seconded, the Committee resolved that the pre-procurement for the Procurement of the Maintenance Services for Enterprise Storage Array and Related Equipment be considered complete and the project be the subject of procurement and publication/posting, subject to amendments of some provisions of the TOR.

3.2 Procurement of Security Screening Machine Operators for Philippine Ports Authority, Port Security Clusters of Luzon, Visayas and Mindanao Comprising of Different Port Management Offices and Terminal Management Offices/Ports under their Respective Jurisdiction.

- 3.2.1 Ms. Guerrero presented the details of the Terms of Reference (TOR), as follows:

- I. Rationale/Objective
 - Approved Budget for the Contract: PhP87,056, 162.41
- II. Scope of Undertaking
- III. Description of Services
- IV. Minimum Track Record
- V. Obligations and Responsibilities
- VI. Rights of Service Provider and PPA
- VII. Other Conditions of the Contract
- VIII. Duration of Contract
- IX. Venue of Action

After the presentation, the Committee discussed as follows:

- a) The Chairperson asked whether the presented TOR was compared to the previous one. The Head Secretariat stated that the ABC for the existing procurement is higher than the previous one. Ms. Guerrero added that the 294 total number of security screening machine operators is based on the request of the Port Police Department. However, the issued Certificate of Availability of Funds (CAF) issued by the Controllership Department was intended for 292 operators only; hence, there were adjustments made on the budget.

- b) The Chairperson observed that there is no provision in the TOR with regard the terms of payment. Mr. Dimaculangan suggested that the format for the terms of payment for the procurement of the security personnel be adopted.
- c) With regard the SLCC, Atty. Manatad suggested contracts relative to security should be considered.
- d) Security Screening Training Program – The Committee agreed that at no expense on the part of PPA, the service provider should provide security training program for all operators deployed under the Contract, within three (3) months from NTP.

Moreover, the Committee resolved that the effectivity of the contract will not start until all the trainings required were undergone by the operators. Operators will be deployed only if they are already trained based on a certification to be presented by the bidder, stating that their operators have undergone trainings. Said certification will not be required during opening of bids and post-qualification. The service provider will have two (2) options. They can provide already the certification and their contract will start immediately or after the issuance of NTP.

- e) Increase/decrease number of operators – The Committee clarified that it is the obligation of the service provider to increase or decrease the number of operators, subject to the approval of PPA.

Atty. Jaramillo inquired on the process of the increase of personnel, whether it will be treated as a security contract where the increase of personnel is limited within the ABC or like a manpower service contract where the increase is within 10%. The Committee resolved that the matter be consulted to the GPPB, if and when the situation arises.

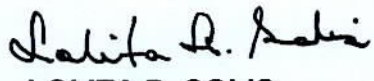
- f) Atty. Manatad requested that the End-User should attach on the TOR a price schedule or matrix to be filled-out by the bidders to show how they arrived with their bid price. The End-User noted the request.


3.2.2 After a motion duly made and properly seconded, the Committee resolved that the pre-procurement for the Procurement of Security Screening Machine Operators for Philippine Ports Authority, Port Security Clusters of Luzon, Visayas and Mindanao Comprising of Different Port Management Offices and Terminal Management Offices/Ports under their Respective Jurisdiction, be considered complete and the project be the subject of procurement and publication/posting, subject to amendments of some provisions of the TOR.

4. There being no other matters to be discussed, the meeting adjourned at 11:00 a.m.

Certified Correct:

Approved:


LOLITA D. SOLIS
Head, BAC Secretariat


fr: **MARK JON S. PALOMAR**
Chairperson, BAC-PGCS