



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
PUBLIC BIDDING FOR THE ONE (1) YEAR LICENSE SUBSCRIPTION AND
TECHNICAL SUPPORT FOR OMBUDSMAN-WIDE CONNECTIVITY OF THE
OFFICE OF THE OMBUDSMAN
(PB 2019-03)**

**APPROVED BUDGET FOR THE CONTRACT:
TWO MILLION FIVE HUNDRED NINETY THOUSAND PESOS
(PHP 2,590,000.00)**

24 May 2019, Hearing Room, 1:30 P.M.

The Pre-Bid Conference started at 1:42 p.m. with an invocation led by Ms. Joan DC Escalada, Member, BAC Secretariat, and an introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

A.O. MARIBETH T. PADIOS	- Chairperson
DIR. ADORIE T. CORNITO	- Vice Chairperson
ATTY. LORENZO G. VERGARA	- Member
ATTY. JULIEVER ROQUE LAMUG	- Member

The Technical Working Group:

ATTY. SYLVESTER D. ALCAZAR	- Chairperson
MR. ADRIAN D. SANTOS	- Vice Chairperson
MR. DAVE ROLAND P. LIWANAG	- Member

The BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	- Member

Observer:

MS. CANDY BRIGADE CRIZALDO	- COA Representative
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Ms. Cofino likewise announced the presence of a prospective bidder, MICROGENESIS BUSINESS SYSTEMS represented by Mr. Lance dela Cruz. Atty. Lorenzo G. Vergara, Member, BAC, acknowledged the presence of another bidder who came in late for the Pre-Bid, PLDT, INC. represented by Mr. Ricardo B. Macabebe.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 16 May 2019.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO)
 - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)

- c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
- d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
- e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Gerhard G. Basco (OMBEA Representative).

With the presence of the Chairperson and three (3) Members of the Bids and Awards Committee (BAC) and the Chairperson and Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Atty. Sylvester D. Alcazar, TWG Chairperson, proceeded with the presentation of the Invitation to Bid, Eligibility requirements, and Post-Qualification documents. AO Padios asked the prospective bidders if they had questions on the presentation

Then Mr. Adrian D. Santos, TWG Vice Chairperson, presented the technical specifications for the project.

Mr. Dave Roland P. Liwanag, TWG Member then presented the OMB Bid Form No. 2 (Financial Proposals) and showed the bidders how to properly calculate their bids. Atty. Vergara, BAC Member, reminded the bidders that Bid Form No. 2 should have an attached Schedule of Prices.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:


PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
ELIGIBILITY REQUIREMENTS	MICROGENESIS BUSINESS SYSTEMS (Mr. Lance dela Cruz): How many ongoing government and private contracts shall we submit?	BAC: You should attach ALL your ongoing government and private contracts for the period 2014 to present. It is different from the SLCC requirement which is the Single Largest Completed Contract.

AO Padios reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat. She also emphasized that all tick boxes in OMB Bid Form No. 1 (Technical Proposals) should be ticked to signify compliance with the Office's technical specifications.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

There being no more further queries, the Pre-Bid Conference for the Public Bidding of One (1) Year License Subscription and Technical Support for Ombudsman-Wide Connectivity of the Office of the Ombudsman (PB 2019-03) was adjourned at 2:12 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
Member, BAC Secretariat

BIDS AND AWARDS COMMITTEE


JULIEVER ROQUE LAMUG
Member


JANET CABIGAS-VEJERANO
Member


LORENZO G. VERGARA
Member


NELLIE P. BOGUEN-GOLEZ
Member


MARY RAWNSLE V. LOPEZ
Member


ADORIE T. CORNITO
Vice-Chairperson


MARIBETH T. PADIOS
Chairperson