



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 ANNUAL MAINTENANCE AND SUPPORT (AMS)  
FOR MANAGEENGINE PRODUCTS FOR THE OFFICE OF THE  
OMBUDSMAN  
(PB 2019-04)**

**APPROVED BUDGET FOR THE CONTRACT:  
ONE MILLION SEVEN HUNDRED FORTY SIX THOUSAND FOUR HUNDRED  
TWENTY FIVE PESOS  
(PHP 1,746,425.00)**

**30 July 2019, OMB Hearing Room, 2:30 p.m.**

The Pre-Bid Conference started at 2:33 p.m. with an introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

**The Bids and Awards Committee:**

HON. MARIBETH T. PADIOS  
DIR. MARY RAWNSLE V. LOPEZ  
DIR. NELLIE P. BOGUEN-GOLEZ  
ATTY. LORENZO G. VERGARA  
ATTY. JULIEVER ROQUE LAMUG

- Chairperson  
- Member  
- Member  
- Member  
- Member

**The Technical Working Group:**

MR. ISAGANI L. OSIO  
MR. ADRIAN D. SANTOS  
MR. DAVE ROLAND P. LIWANAG

- Chairperson  
- Member  
- Member

**The BAC Secretariat:**

MS. JOSEPHINE S. VARGAS  
MS. MARJORIE HAZEL R. COFINO

- Head  
- Member

**Witnesses / Observers:**

None

Ms. Cofino likewise announced the presence of one (1) prospective bidder, I.T. GROUP, INC. represented by Mr. Sydney C. Miranda and Ms. Maricris Monterey.

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 23 July 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. Edilberto G. Sandoval (Acting 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 four (4) Members of the Bids and Awards Committee (BAC) and the Chairperson and two (2) 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 Assistant Ombudsman Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Mr. Isagani L. Osio, TWG Chairperson, proceeded with the presentation of the Invitation to Bid, Eligibility requirements, and Post-Qualification documents.

Mr. Dave Roland P. Liwanag then presented the technical specifications as shown in OMB Bid Form No. 1 (Technical Proposal) and OMB Bid Form No. 2 (Financial Proposal) with the Schedule of Prices. He reminded the bidder to tick all the comply boxes in OMB Bid Form No. 1.

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

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / COMMENTS
<b>INVITATION TO BID</b>	IT GROUP, INC. (Ms. Maricris Monterey): We observed that the schedule for the bid submission, 12 August 2019, is a holiday. Will there be any changes in the schedule?	BAC: We will make the necessary adjustments if there will be a holiday declaration on 12 August 2019 and we will advise the bidder accordingly.

When AO Padios asked if there were any questions on the technical specifications and on any part of the presentation, the bidder present replied that the presentation was clear and that they have no questions.


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 for the Annual Maintenance and Support (AMS) for ManageEngine Products for the Office of the Ombudsman (PB 2019-04) was adjourned at 2:54 p.m.

Prepared and attested by:

  
**JOSEPHINE S. VARGAS**  
 Head, BAC Secretariat

**BIDS AND AWARDS COMMITTEE**

  
**JULIEVER ROQUE LAMUG**  
 Member

**JANET CABIGAS-VEJERANO**  
 Member

  
**LORENZO G. VERGARA**  
Member

  
**NELLIE P. BOCUEN-GOLEZ**  
Member

  
**MARY RAWNSLE V. LOPEZ**  
Member

**ADORIE T. CORNITO**  
Vice-Chairperson

  
**MARIBETH T. PADIOS**  
Chairperson