



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

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
REBIDDING FOR THE RENEWAL OF ANNUAL MAINTENANCE AND
SUPPORT (AMS) FOR MANAGEENGINE PRODUCTS FOR THE OFFICE OF
THE OMBUDSMAN
(PB 2019-20)**

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

03 September 2019, Function Room B, 2:30 P.M.

The Pre-Bid Conference started at 2:30 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:

| | |
|------------------------------|--------------------|
| A.O. MARIBETH T. PADIOS | - Chairperson |
| DIR. ADORIE T. CORNITO | - Vice Chairperson |
| DIR. MARY RAWNSLE V. LOPEZ | - Member |
| DIR. NELLIE P. BOGUEN-GOLEZ | - Member |
| ATTY. LORENZO G. VERGARA | - Member |
| ATTY. JANET CABIGAS-VEJERANO | - Member |

The Technical Working Group:

| | |
|----------------------------|--------------------|
| MR. ANTHONY L. ENDRENAL | - Vice Chairperson |
| MR. ADRIAN D. SANTOS | - Member |
| MR. DAVE ROLAND P. LIWANAG | - Member |

The BAC Secretariat:

| | |
|------------------------------|----------|
| MS. JOSEPHINE S. VARGAS | - Head |
| MS. MARJORIE HAZEL R. COFINO | - Member |

Witnesses / Observers:

| | |
|-----------------------------|-----------------------|
| MR. RON KRISTOFFER S. SILVA | - OODO Representative |
|-----------------------------|-----------------------|

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


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 24 August 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 six (6) Members of the Bids and Awards Committee (BAC) and the Vice 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. Anthony L. Endrenal, 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 |
|--------------------------|---|--|
| ELIGIBILITY REQUIREMENTS | IT GROUP, INC. (Ms. Maricris Monterey): For the <i>statement of all ongoing government and private contracts</i> , we have contracts for deliveries of subscription licenses but there are no services involved (e.g. 2018 to 2019 license subscription) already paid but are not yet completed because the subscription is for one (1) year. Is it considered as “ongoing” or already “completed?” | BAC (AO Padios): They are considered as “ongoing” contracts, provided they would fall within the five-year period. |
| | IT GROUP, INC. (Ms. Maricris Monterey): For the <i>credit line certificate</i> , is any format of the bank acceptable? | BAC (AO Padios): Any format from a universal or a commercial bank will do. BAC (Dir. Lopez): You can check the bid documents for the format of the credit line certificate. |
| | TWG (Mr. Adrian Santos): Just a clarification on the query of | BAC (Dir. Lopez): The important thing here is whether |

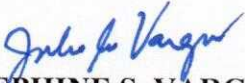
| | | |
|--|---|---|
| | <p>the bidder, she is saying that the customer purchased a subscription but without service involved. But the subscription ends, for example in December. Is it considered as “ongoing” or “completed?”</p> | <p>the project is similar to the project that we are going to buy. That will be answered by the SLCC because the major components of their projects that was completed must be similar with the major components of our project. But the requirement of that particular document just pertains to ongoing and completed projects that include both the government and private contracts. It is even possible that there are no ongoing or completed projects. So what is important is for you to submit that document which enumerates all of your projects from 2014 to 2019.</p> <p>IT GROUP, INC. (Ms. Monterey): This is noted.</p> |
| | <p>IT GROUP, INC. (Ms. Monterey): For the <i>submission of envelopes</i>, do you require a particular color for the envelope (color-coding)?</p> | <p>BAC (AO Padios): We will have a short presentation on that.</p> |

AO Padios reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat.

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 Rebidding for the Renewal of Annual Maintenance and Support (AMS) for ManageEngine Products for the Office of the Ombudsman (PB 2019-20) was adjourned at 2:51 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. BOGUEN-GOLEZ
Member


MARY RAWNSLE V. LOPEZ
Member


ADORIE T. CORNITO
Vice-Chairperson


MARIBETH T. PADIOS
Chairperson