

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: Warranty for Cybersecurity
Activity Conducted: Pre-Bid Conference
Date and Time: 05 May 2021; 2:00 P.M.
Venue: Via Online Video Conference

I. ATTENDEES

BAC MEMBERS

Ms. Kristine Margret M. Malang	Vice-Chairperson
Mr. Jericson Arceo	Provisional Member
Ms. Eloisa Katrina Madamba	Alternate Member
Mr. Juan Gerardo Garcia	End-user Representative (OAMSS)
Ms. Janine Joyce Judloman	End-user Representative (OAMSS)

BAC SECRETARIAT

Mr. Alvin C. Malasig	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER

Ms. Wency Refugio	Pronet Systems Integrated Network Solution, Inc.
Ms. Rose Trinidad	Microdata Systems & Management, Inc.

II. CALL TO ORDER

The meeting was called to order at 2:05 p.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Committee went through the Terms of Reference (TOR) for the Procurement of Warranty for Cybersecurity with the Approved Budget for the Contract (ABC) of Seven Million Pesos (PhP 7,000,000.00) only.
- The Secretariat introduced the prospective bidders who participated via video conference namely, Pronet Systems Integrated Network Solution, Inc. and Microdata Systems & Management, Inc.
- The end-user informed the prospective bidders that virtual training is possible. However, face to face training in a venue with equipment is preferred and that the end-user is willing to wait until face-to-face training becomes feasible. Additionally, the end-user stated that the winning bidder need not conduct the training upon receipt of the NTP.
- The Committee instructed the prospective bidders to complete and properly arrange their bids following the two-envelope system and in accordance with

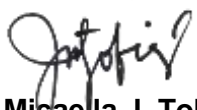
the “Checklist of Technical and Financial Documents” to facilitate the Opening of Bids. The BAC Secretariat gave other reminders to the bidders for the Opening of Bids.

- The Committee reminded the prospective bidders of the following:
 - Documents requiring notarization should be properly notarized with a valid Government-issued identification card as proof of identity.
 - The prospective bidders were informed of the Department’s Cashier’s schedule and that bid fee shall be paid before the submission of bids. Due to the strict restrictions of the Department, the Bidder shall inform the Secretariat, at least a day, before paying the bid fee.
 - Date and time of the deadline of the submission and opening of bids.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Vice-Chairperson thanked everyone and adjourned the meeting at 2:32 p.m.

Minutes taker:


Ms. Micaella J. Tobias
BAC Secretariat Member

Noted by:


Mr. Alvin C. Malasig
BAC Secretariat Head