



"MINUTES OF THE SPECIAL MEETING CONDUCTED BY THE BIDS AND AWARDS COMMITTEE (BAC) OF THE DAVAO DE ORO STATE COLLEGE HELD ON APRIL 07, 2025 AT 10:00 AM VIA ZOOM AT THE BAC OFFICE, DAVAO DE ORO STATE COLLEGE, PUROK 10 POBLACION COMPOSTELA DAVAO DE ORO"

Present:

Glory Jean C. Altamera PhD	- BAC Chairperson
Engr. Ian Dave P. Corteza, ABE	- BAC Member
Atty. Mil L. Lorono	- BAC Member
Mr. Renato L. Ego-Ogan	- BAC Member

On Official Business:

Kim F. Baloca CPA, MBA	- BAC Vice Chairperson
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Bidders/Suppliers on the Grid:

Daniel Ramo	- Converge ICT Solutions, Inc.
Orland Angcon	- Converge ICT Solution, Inc.
Reggie Jhon E. Betonio	- DCTECH Micro Services Inc.
Maybylynne Taroja	- Globe – Innove Communications, Ink.

Others Present:

Norman R. Takasan	- TWG Member-ICT
Jim Paul Petinglay	- End User
Glenn Bolaño	- End User
Domilyn B. Dangin, CPA	- BAC Secretariat

The presentation of Agenda is as follows:

1. Call to Order
2. Prayer
3. Roll call
4. Reading of Previous Meeting
5. New Business
6. Other Matters
7. Announcement
8. Adjournment

The regular meeting of the BAC was convened by BAC Chairperson Doc Glory Jean C. Altamera. Following a roll call by the BAC Secretariat and acknowledging the presence of the prospective bidders, a quorum of four (4) members present was established, and the meeting proceeded.

45 **Reading of Previous Minutes of the Meeting:**

46 Doc Altamera solicited feedback on the previously distributed meeting minutes via e-mail
47 to all BAC members and TWG members. As no comments were offered, Mr. Renato L. Ego-Ogan
48 proposed a motion, seconded by Atty. Lorono, to forgo the oral reading and grant members three
49 (3) calendar days to submit any further written remarks.
50

51 **New Business: PRE-BID CONFERENCE**

52

53

PR Number	PARTICULARS	ABC
2025-03-180 3/10/2025	Internet Subscription- ICTU	2,800,000.00

54 The General Guidelines on Preparation of Documents was first presented by the BAC Secretariat, Domilyn B. Dangin.

55 The purpose of Pre-Bid Conference is an avenue for discussion, clarification and explanation of the following:

- 56
- 57 1. Required Documents as part of the bid such as:
- 58 a. Eligibility Documents
- 59 b. Technical Documents
- 60 c. Financial Documents
- 61
- 62 2. Manner of Submission of Bid Documents
- 63 3. Technical Specifications of the items to be bid
- 64

65 Here are the guidelines/instructions for preparing bid documents:

- 66 1. Registered bidders determined to be eligible may submit their bids at any time before the closing date
- 67 specified in the Bidding Documents.
- 68 2. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after
- 69 the pre-bid conference, and shall be made available to prospective bidders not later than five (5) days upon
- 70 written request.
- 71 3. Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a
- 72 Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt
- 73 of bids.
- 74

75 **Eligibility Requirements -GOODS**

76 The following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:

77

78 **A. TECHNICAL COMPONENT ENVELOPE (1st Envelope)**

79 1. Class "A" Documents

80 *Legal Documents:*

- 81 a. **Valid PhilGEPS Registration Certificate** (Platinum Membership) (all pages);and
- 82 b. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA
- 83 for cooperatives.
- 84 c. **Mayor's/Business permit** issued by the city or municipality where the principal place of business of the
- 85 prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
- 86
- 87 d. **Tax clearance** per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue
- 88 (BIR).

89 **Technical Documents**

a. Statement of the bidder of all its **ongoing government and private contracts**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

b. Statement of the bidder's **Single Largest Completed Contract (SLCC)** similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of Goods; and

c. Original copy of **Bid Security**. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; Or Original copy of Notarized Bid Securing Declaration; and

d. Conformity with the **Technical Specifications**, which may include production/delivery schedule, manpower requirements, and after-sales/parts, if applicable; and

e. Original duly signed **Omnibus Sworn Statement (OSS)**;

f. and **Original Notarized Secretary's Certificate** in case of a corporation, partnership, or cooperative; or **Original Special Power of Attorney** of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

a. The bidder's **audited financial statements**, showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

b. The bidder's computation of **Net Financial Contracting Capacity (NFCC)**. However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation

c. **2.) Class "B" Documents**

d. **For Goods**, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. *If applicable*

e. **In case of foreign bidders**, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

B. FINANCIAL COMPONENT ENVELOPE (2nd Envelope)

a. Original of duly signed and accomplished **Financial Bid Form**; and

b. Original of duly signed and accomplished Price Schedule(s)/For Goods Offered From Within the Philippines

c. Official Receipt (Bidding documents fee) optional

In lieu of the Class "A" eligibility documents mentioned under Section 8.5.2 of this IRR, the Bidder shall only submit a valid and updated PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of this IRR for purposes of determining eligibility

The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

Notwithstanding the issuance of the Notice of Award, the award of the contract shall be subject to the following conditions:

1. Posting of performance security
2. Signing of the contract as provided in Section 37.2 of the IRR

The following "ORIGINAL" documents during Post-Qua Evaluation for authentication:

1. DTI – for sole proprietor, SEC – for corporation;
2. Mayor's/Business Permit
3. Latest Audited Financial Statement with BIR stamped receive, ITR – Monthly/Quarterly, EFPS;
4. Tax Clearance
5. PhilGEPS Certificate of Registration (must be PLATINUM)
6. Other qualifications of the personnel

Upon the issuance of Notice of Award, bidder shall submit the following documents before signing of CONTRACT:

1. Performance Security
2. Latest Income Tax Return – Monthly/Quarterly, EFPS
3. Tax Clearance

Other Terms if Applicable:

1. Certificate of Distributorship (Certificate of Authority to Sell/Resell issued by the manufacturer or Philippine Distributor/Reseller)
2. After Sales Support: Certificate issued by the manufacturer that the supplier has the capability to go after sales support after warranty;
3. For the equipment: Supply, delivery & installation
4. Technical Support
5. At least quarterly maintenance check up within the warranty period
6. 1 year warranty on parts and services
7. In order to that the manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum of one (1) year period after acceptance by the College of the delivered equipment/units.
8. The obligation of a warranty shall be covered by either a retention money or a bank guarantee in the amount of at least equivalent to at least 1% but not to exceed 5% of the total contract price. The said amount shall only be released after the lapse of the warranty period, provided, however that the equipment delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

PRESENTATION OF DETAILED TECHNICAL SPECIFICATIONS.

Internet Subscription
*Compostela Main Campus-Direct Internet
1000 Mbps
*8 Useable Public IP Addresses
with IPv6

E-LAN (Intra-Region)
Main Campus - 500 Mbps
Laak Campus - 50 Mbps

New Bataan Campus - 150 Mbps
Montevista Campus - 150 Mbps
Maragusan Campus - 150 Mbps

Others:

- *Knowledge Transfer/Training to ICT Personnel
- *Supply, Delivery, Installation, Configuration/Setup of Internet and E-LAN services to all indicated DDOSC Campuses
- SLA 99.8%
- *Must have MEF Certification
- *Must be a tier1 ISP
- *CIR must be 1:1 or Symmetric Upload/Download
- *To be billed in equal amounts monthly (12 Months)

OPEN FORUM:

Daniel Ramo from Converge ICT Solutions, Inc. sought confirmation on the IPv6 implementation, which Mr. Petinglay affirmed. Ramo then requested a 99.7% Service Level Agreement (SLA), slightly lower than the college's standard 99.8%. However, the end user insisted on adhering to the original technical specifications.

Mr. Orland Angeon from Converge ICT Solutions, Inc. raised a question concerning the Internet Service Provider tier, to which Mr. Petinglay responded that it is a Tier 1 ISP.

Ms. Maybylynne Taroja of Globe-Innove Communication Ink inquired whether the one-time installation fee could be incorporated into the initial billing cycle. However, following confirmation from the accounting department, it was determined that payment should align with the end-user's requested monthly payment schedule.

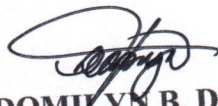
OTHER MATTERS:

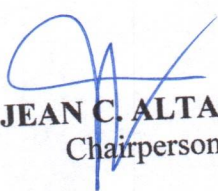
As there were no other matters for discussion and updates, Mr. Renato L. Ego-Ogan made a motion, which was seconded by Atty. Lorono.

ADJOURNMENT:

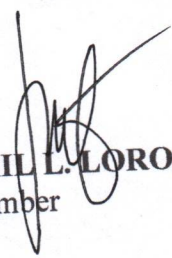
BAC Chair Doc Altamera asked for any further discussion or bidder questions. With none raised, she thanked the participants and adjourned the pre-bid conference after a motion to adjourn by Mr. Renato Ego-Ogan, seconded by Atty. Mil L. Lorono. The meeting ended around 11:30 AM.

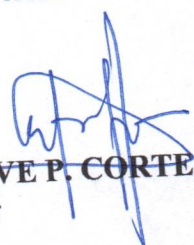
Attested by:


DOMILYN B. DANGIN
BAC – Secretariat


GLORY JEAN C. ALTAMERA, Ph.D.
Chairperson

- On official business -
KIM F. BALOCA, CPA, MBA
Vice-Chairperson


Atty. MIL L. LORONO
Member


ENGR. IAN DAVE P. CORTEZA, ABE
Member


RENATO L. EGO-OGAN
Member