



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcsso.gov.ph

Minutes of Pre-Bid Conference

Procurement of IT- Gaming Consultancy Services

Date: January 4, 2018 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
Atty. Marissa O. Medrano
Atty. John Derek N. Porciuncula
DM Jose Bernardo Gochoco, Jr.
DM Alegria Asuit

Provisional Member

Permanent TWG:

Atty. Salvador Justino Occiano

Technical Working Group

Engr. Dennis Cruz
Ms. Fe Bergancia Celebrado III
Mr. Bernardo Cuevas, Jr.
Ms. Georgina O. Ortega

Secretariat

Mr. Roderick A. Ydel
Ms. Jennie R. Nabong
Ms. Ava Catherine T. Ordillano
Ms. Jennifer A. Ilao
Mr. Narciso Maniquis

Support Staff:

Ms. Joana Marie Perez
Ms. Daisy Barrios

Observer:

Mr. Albert Bensali- IAS
Ms. Pilar P. Cruz - CPD

Others:

Mr. Roberto Bassig - PWC / Isla Lipana Co.
Ms. April Sumabat - PWC / Isla Lipana Co.

Absent:

Ms. Aimee C. De Viterbo
Ms. Ruby Mae Lambengco
Ms. May Cerelles
Ms. Marileth S. Rodriguez
Ms. Marifi Baladad
Ms. Ana Liza Manlapaz
Mr. Francis Albert Enriquez
Ms. Erika Laine Ong

Handwritten signatures and initials in blue ink.

Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	Pre-Bid Conference for the Procurement of IT-Gaming Consultancy: ABC: Php 46,297,822.00	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group, Representative from Internal Audit Services and the representatives from the shortlisted bidder.</p> <p>The Chairperson inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat affirmed and presented before the Committee copies of Notices duly received by IAS, COA and PCCI.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding requirements for the Procurement and to allow the shortlisted bidder to ask clarificatory questions.</p> <p>Ms. Jennie R. Nabong explained to the shortlisted bidder the pertinent information of the procurement as contained in the bidding documents such as the following:</p>			1:30	3: 16

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		<p>1. ABC of the Procurement in the amount of Php 46,297,822.00;</p> <p>2. Technical Specifications of the Procurement; and,</p> <p>3. Demonstration of sealing and marking of envelopes.</p> <p>Mr. Narciso Maniquis demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Mr. Maniquis also conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the keys were enclosed in an envelope duly signed and sealed by the Committee along with the IAS Representative, Mr. Ryan Avelino.</p>				
2.	Queries asked by the lone Shortlisted Bidder during the Pre-Bid Conference	During the Pre-Bid Conference, the Chairperson presented before the Committee the email message from Isla Lipana and Co. dated January 2, 2019 raising various queries relative to the procurement.				

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		<p>The BAC considered the letter as the questions to be answered by the members and the Technical Working Group.</p> <p>The Vice- Chairperson mentioned that January 2, 2019 was still a holiday as work was suspended by the Office of the President and that government offices just resumed on January 3, 2019.</p> <p>Meanwhile, Mr. Bassig confirmed all the items cited in the letter sent by Ms. Sumabat.</p> <p>The questions as stated in the letter were discussed and answered by the members making cross reference with the bidding documents, as follows:</p> <ol style="list-style-type: none"> 1. Clarification on the statement between Clause 6 of the Invitation to Bid from Clause 6. 1 of the Bid Data Sheet relative to Subcontracting; 2. Error in the scheduled date of Pre-bid Conference from 	<p>Answer:</p> <ol style="list-style-type: none"> 1. The BAC took note of the observation and shall make the necessary correction thru the issuance of a SBB. 2. The original schedule was duly adjusted thru SBB No. 8 due to the changes made in the first stage or the shortlisting. 			

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		<p>December 10, 2018 to January 4, 2019;</p> <p>3. Inquiry on the various appendices which are not included in the ITB;</p> <p>4. What is the specific role of the "Resident Project Manager" as stated in Clause 8 of GCG and Clause 8 of SCC;</p> <p>5. What reference shall be made if proposal of modification be requested on the provisions of Clause 10 and 14 of the SCC;</p>	<p>3. As verified by the Secretariat there are certain forms in the Philippine Bidding Documents that are not applicable in the Procurement of Consultancy Services. Forms to be accomplished by Isla Lipana are limited to the list provided in pages 138 and 139.</p> <p>4. As indicated in the Terms of Reference, the 3 Listed Key Personnel to be assigned must be physically available subject to the provisions of the TOR on the matter. The role for the "Resident Project Manager" should be defined and should not be the same person as the "Project Manager".</p> <p>5. No modifications were made under Clause 10 and 14 of the Special Conditions Contract.</p>			

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		<p>6. Which entity refer to as "End-user";</p> <p>7. Clarification on Item No. 5 of Section VI of the Terms of Reference ;</p> <p>8. Clarification on Item VI (2) of Section VI Terms of Reference;</p> <p>9. Clarification on Item VI (3) of Section VI Terms of Reference</p> <p>At the end of the Pre-Bid Conference, the shortlisted bidder was given a form for its queries/questions and clarifications.</p> <p>Shortlisted bidder was informed that submission of questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p>	<p>6. It refers to Gaming Product Development and Marketing Sector and/or Gaming Technology Department.</p> <p>7. Retain the timeline as stated in the Terms of Reference. The timeline is aligned with the RA9184.</p> <p>8. The issue has already been properly addressed.</p> <p>9. The query has been properly addressed during the Pre-Eligibility Conference.</p> <p>The Committee will accept written queries within ten (10) calendar days before Bid Opening.</p> <p>Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled opening on January 16, 2019.</p>			

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Pre-Bid Conference for the project was adjourned at 3:16 pm.

Prepared by:


DAISY G. BARRIOS

Attested by:


MARILETH S. RODRIGUEZ
Head, BAC Secretariat

Approved:


ALEGRIA A. ASUIT
Member


LAURO A. PATIAG
BAC Chairperson


JOHN DEREK N. PORCIUNCULA
Member

AIMEE C. DE VITERBO
Provisional Member


MARISSA O. MEDRANO
Vice-Chairperson


JOSE BERNARDO H. GOCHOCO, JR.
Member