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**PHILIPPINE STATISTICS AUTHORITY**

<b>MINUTES OF THE MEETING</b>	
<b>Description</b>	Excerpt of the 26 <sup>th</sup> Bids and Awards Committee Meeting (s. 2019)
<b>Date</b>	24 September 2019
<b>Time</b>	1:55 PM
<b>Venue</b>	Conference Room, 17 <sup>th</sup> Flr., Centris Cyberpod Three, Q.C.

<b>Project/Activities/Program</b>	Pre-Bid Conference for the Procurement of Full Managed Contract Center.
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<b>Attendees</b>	<b>Bids and Awards Committee (BAC)</b>	
	OIC-DNS Candido J. Astrologo, Jr.	Chairperson
	ANS Editha R. Orcilla	Member
	ANS Noel G. Perez	Member
	ANS Edgar M. Fajutagana	Member
	ANS Socrates L. Ramores	Member
	<b>BAC Secretariat</b>	
	Atty. Revelyn C. Cayetano-Abduhalim	Head
	Mr. Joseph P. Cajita	Member
	Ms. Karla Mae M. Juliano	Member
<b>End-user</b>		
Ms. Divina Naperi	PCMS, PDO II	
Mr. Marcos Ryan P. Laurente	PCMS, PDS IV	
<b>Interested bidder/s</b>		
Mr. Jonjon Mindajao	DOS-1	
Mr. Feljun Ray Eladia	DOS-1	
Ms. Bea Angela Ramos	Makati	
Ms. Lea Amurao	PLDT	
Mr. Alvin I. Martinez	PLDT	
Mr. Jeremiah Odra	eTeleconnect	
Mr. Bert Centeno	MDSCSI	
Ms. Marisa Caisip	MDSCSI	
Mr. Carlo Doran	SCRM/NSDL	
Ms. Jemma Villanueva	CYN Solutions	
Mr. Jeff Bagual	CuroTek	
Mr. Aldric Carillo	CuroTek	
Ms. Miguel Ocampo	Pilipinas Teleserv, Inc.	
Mr. Jay Domingo	One Outsource	
<b>Observer</b>		
Ms. Cynthia Alarde	COA	

Minutes of Meeting (Pre-Bid Conference)



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## HIGHLIGHTS

The Pre-Bid Conference for the **Procurement of Full Managed Contract Center** started was presided by OIC-DNS Candido J. Astrologo, Jr.

He acknowledged the presence of the observer from COA, Ms. Cynthia Alarte and mentioned that the PSA had also sent a Notice of Meeting and Invitation letter to other observers, IAD, Philippine Chamber of Commerce and Industry and Philippine Computer Society. He also acknowledged the presence of the representatives from Dynamic Outsource Solution 1, Makati, PLDT, Eteleconnect, MDSCSI, SCRMI/NSDL, CYN Solution, Curotek, Pilipinas Teleserve and One Outsource.

### 1. Business Matters

- a. Presentation of the Terms of Reference and discussion of the Technical Specifications, the Schedule of Requirements as well as the process for Public Bidding in accordance with RA 9184.
- b. The Approved Budget for the Contract (ABC) is Php 5,400,000.00.

### 2. Discussion

- During the Pre-Bid Conference, the following were presented:
  - ✓ Brief introduction of the project and the procurement timeline;
  - ✓ Eligibility, Technical and Financial Documents which were to be submitted during the Opening of Bids on 07 October 2019; and
  - ✓ Technical Specifications
- The bidders were further informed regarding the documentary requirement found under *Section II. Instructions to Bidders*. It was also emphasized that it is the bidder's responsibility to review the entire Bidding Documents and that the procuring entity incurs no liability should the bidder misinterpret or misread any of the provisions thereof.
- The summary of questions centered on the following:
  - a. Smart Queue Call Back
  - b. Call waiting requirement
  - c. Auto response
  - d. call recording of at least two (2) months
  - e. Operation
  - f. scope of work of the agent.
- The bidder inquired whether there will be gadgets that the agents will need to provide the services. The End-user answered that the PSA will supply such items.
- The bidder asked whether the PSA has an existing hotline for the said project. The End-user answered that they are still coordinating with NTC regarding the matter.
- The bidder inquired if they can offer an add-on that would help the project. The End-user answered that as long as it is within ABC or no additional cost will be incurred by the PSA, it is okay.



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- The Chairperson highlighted and explained the importance of the ON GOING PUBLIC AND PRIVATE CONTRACT, Joint Venture and PhilGEPS certificate of registration.
- The bidder inquired regarding the type of PhilGEPS certificate. The Head of Secretariat answered that the certificate must be a Platinum membership.
- The bidder asked regarding the correct labelling of the documents. The Secretariat suggested to refer to RA 9184.
- A bidder expressed their concern on the confidentiality of the contracts they have entered. As such will be presented during the bid opening, the prospective bidder inquired for a certification that said documents is exclusively issued for the purpose of PSA bidding
- The BAC told the bidders that all amendments to the Bidding Documents and responses to the bidder's queries will be issued through a bid bulletin. Such will be posted on PhilGEPS and PSA website before the scheduled Bid Submission and Bid Opening.
- The BAC Secretariat reminded the bidder that the bid must be delivered to the BAC Secretariat office at 11<sup>th</sup> Floor, Centris Cyberpod One, Quezon City on or before 07 October 2019 at 1:30 P.M. The Bid Opening/Bid evaluation will be on the same day at 2:00 P.M. It is the responsibility of the bidder to ensure that their bids are submitted on time, as late bids will not be accepted.

Having no other queries, the Pre-Bid Conference was officially terminated.

The BAC will proceed with the next step of the procurement process.

**Prepared by:**

**ABDULMUNIL S. ASAAD**  
Signature over printed name

**Reviewed by:**

**KARLA MAE M. JULIANO**  
Member, BAC Secretariat

**Certified Correct by:**

**ATTY. REVELYN C. CAYETANO-ABDUHALIM**  
Head, BAC Secretariat

**Approved by:**

**CANDIDO J. ASTROLOGO, JR.**  
Presiding Officer  
*OIC-Deputy National Statistician – CTCO & BAC Chairperson*



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