



16 November 2020

**ASTI – BIDS AND AWARDS COMMITTEE
PRE-BIDDING CONFERENCE
10:30 AM, 16 November 2020
Via Microsoft Teams
(Videoconferencing)**

A. Call to Order

Present in the Pre-bidding Conference via Videoconferencing were:

Bids and Awards Committee (BAC) Members

	Name	Position
1.	Reynaldo Joseph A. Callao, Jr.	Chairperson
2.	Paul John M. Serrano	Vice Chairperson
3.	Emmanuel P. Balintec	Member
4.	Glenn Vincent C. Lopez	Member
5.	Roxanne S. Aviñante	Member
6.	Jayson C. Hernandez	Member
7.	Roel M. de la Cruz	Member

BAC Secretariat

	Name	Position
1.	Katherine B. Ramos	Head, BAC Secretariat
2.	Vladimir R. Suan	Member, BAC Secretariat

End-user

	Name	Position
1.	Princess Angela D. Young	Project Evaluation Officer II
2.	Julius M. Judan	Science Research Specialist I
3.	Carla S. Bunao	Project Assistant I

Bidders

	Name	Company
1.	Josephine Minerva	Geo-Surveys & Mapping, Inc.
2.	Jobel Buban	Geo-Surveys & Mapping, Inc.
3.	Lou Lerrer Curacha	Geospectrum Marketing Services
4.	Jianna Medillo	Geospectrum Marketing Services
5.	Miguel Rosario	Geospectrum Marketing Services
6.	Virgilio Santos	Geospectrum Marketing Services

There being complete members present, quorum was declared by the BAC Chairperson for the conduct of procurement activity.

B. Discussion and Presentation of Agenda

1. Pre-Bidding Conference

Mr. Callao explained that the Pre-bidding Conference is for the following:

1. ***Supply and Delivery of One (1) Lot Subscription Upgrade for Remote Sensing Processing Network*** with a total ***Approved Budget for the Contract (ABC) amounting to One Million Nine Hundred Seventy Thousand Eight Hundred Pesos Only (₱1,970,800.00)***.
2. ***Supply and Delivery of One (1) Lot Daily Optical Image Capture Services*** with a total ***Approved Budget for the Contract (ABC) amounting to One Million Three Hundred Eighty Thousand Pesos Only (₱1,380,000.00)***.

Mr. Callao discussed the contents of the Philippine Bidding Documents, particularly, Section I. Invitation to Bid, Section III. Bid Data Sheet, and Section VI. Schedule of Requirements of the procurement project.

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101

Tel No. : +632 8249-8500
+632 8426-9755;

Website : www.asti.dost.gov.ph
Email : info@asti.dost.gov.ph

Fax No. : +632 8426-9764

Thereafter, he instructed the End-user to give a brief description of the procurement project at hand. The End-user unit proceeded by explaining the contents of Section VII. Technical Specifications.

Mr. Callao likewise explained that the bids will undergo Post-Qualification that will verify, validate and ascertain all statements made and the documents submitted by the bidder.

He also emphasized the following details:

Activity	Date
Submission of Bids	01 December 2020, 10:00AM
Opening of Bids	01 December 2020, 10:30AM
Deadline of Potential Bidder's Clarifications	21 November 2020
Deadline of Supplemental Bulletin	24 November 2020

For the Supply and Delivery of One (1) Lot Subscription Upgrade for Remote Sensing Processing Network, Mr. Serrano asked the Bidders if they can deliver the item without maximizing the thirty (30) calendar days delivery period. Ms. Buban, one of the prospective bidders, answered that they can deliver the items earlier than the delivery terms. However, the training schedule for the software will depend on the End-user Unit.

Mr. Callao asked the End-user Unit if the delivery terms will be amended, Ms. Ramos answered that if the End-user is going to amend the delivery terms, the Secretariat will issue a Supplemental Bulletin. Also, Mr. Serrano manifested that it is acceptable to retain the delivery terms, as long as, the winning bidder will provide access to the item earlier than thirty (30) calendar days.

Thereafter, Mr. Hernandez also asked the prospective bidder, if they can deliver the items ten (10) calendar days for the Supply and Delivery of One (1) Lot Subscription Upgrade for Remote Sensing Processing Network, Ms. Josephine Minerva from Geo-Surveys & Mapping, Inc. answered that they can deliver shorter than the thirty (30) calendar days; however, their concern is the scheduling of the training. For it is noted that the training will be scheduled by the End-user, Ms. Young explained that since the training will be done online, the End-user Unit can commit or request that the training will be done immediately once the item is delivered [two (2) to three (3) calendar days once the NTP is issued]. Ms. Minerva responded that if that is the case, they can deliver the item earlier than delivery terms.

Mr. Dela Cruz manifested that due to the recent calamities, if they are going to amend the delivery terms into ten (10) calendar days, it may affect the technical personnel that will attend the training because these personnel are also pre-occupied. Hence, it is much better to retain the thirty (30) calendar days. Likewise, Mr. Serrano also explained that the End-user can set the training even if the item is not yet delivered to shorten the thirty (30) calendar days delivery period.

When asked to propound queries, the prospective bidders raised the following questions:

Supply and Delivery of One (1) Lot Subscription Upgrade for Remote Sensing Processing Network

Prospective Bidder Query	Reply/Clarification
For Section 15 of the Bidding Documents, does it mean that we should only submit one (1) hardcopy of our bids?	Mr. Callao answered that the bidder should submit two (2) copies, one (1) original and one (1) copy of their bids.
How many days for the bid validity?	Ms. Ramos explained that the bid validity is omitted in the 6 th edition of the Philippine Bidding Documents; however, it is stated in the Section 28 of the 2016 revised IRR that bid should valid for 120 calendar days from the opening of the bids.
Can we submit latest income and business tax that is not filed through eFPS?	Mr. Callao explained that it is provided in GPPB NPM 001-2013, to wit: <i>Section 4.1 of RR 3-2005, as reiterated in GPPB Circular 02-2005, expressly mandates the submission of tax returns through the EFPS. On the other hand, Bid Data Sheet (BDS) Clause 29.2(b) of the Philippine Bidding Documents (PBDs) for the Procurement of Goods provide the Procuring Entity (PE) an option to allow bidders to submit manually filed tax returns in lieu of EFPS-filed tax returns.</i>
For the Omnibus Sworn Statement, as the owner and sole proprietor, do we need to attach notarized Special Power of Attorney or is this only applicable to authorized representative?	Mr. Callao answered that if the owner is executing the document, Special Power of Attorney (SPA) is not required. However, if the authorized representative is signing the document then SPA is needed.

Supply and Delivery of One (1) Lot Daily Optical Image Capture Services

Prospective Bidder Query	Reply/Clarification
None	None

2. Other Matters

a. Schedule of Other Procurement Projects

Ms. Ramos informed the committee that the original schedule will be retained for the **1)** Supply and Delivery of One (1) Lot Geospatial Data and **2)** Supply and Delivery of One (1) Lot Very High-Resolution Satellite Images.

C. Action Plan

Action Items	Due Date	Person Responsible	Remarks
Clarifications	21 November 2020	Prospective Bidders	
Supplemental/Bid Bulletin	24 November 2020	BAC Secretariat	

D. Adjournment

There having no other remaining topics for discussion, the Pre-bidding Conference was adjourned at around 12:10 PM.

Prepared by:

VLADIMIR R. SUAN
Member, BAC Secretariat

Noted by:

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:

REYNALDO JOSEPH A. CALLAO, JR.
Chairperson, BAC